

BUDDHI DHARMA UNIVERSITY

**A JOB REPORT AS A HUMAN RESOURCES AT PT.
KHAN YOGA FIT**

Presented as a partial fulfilment of the requirement for the Diploma Program

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APPROVAL

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Yoga Fit
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The Final Project has been approved.

On March 16th, 2020

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STATEMENT OF AUTHENTICITY

I honestly declare this report in my own writing, and is true that I do not take any scholarly ideas or work from others. Those all cited works are quoted in accordance with the ethical code of academic writing.

Tangerang, July 2nd 2020



Talia Tanya H

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First of all, thanks to God, the Almighty, for His blessings throughout my apprenticeship to complete the job report successfully. Without His blessings, health, love, and mercy, this accomplishment I would not have been possible.

In the accomplishment of this project successfully, many people have best owned upon me their blessings and support, this time I am utilizing to thank all the people who have been concerned with this project.

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I addressed several difficulties in coordinating the activities of the project but I am highly indebted to Mr. Addralisman, S.S., M.Hum for his guidance and constant supervision, as well as for providing necessary information regarding the project and also his support in completing this project. I realize that this job report is far from perfect, and also the writer needs some suggestion.

Best Regards,

The writer

A handwritten signature in black ink, appearing to read 'Talia Tanya Heryanto', written in a cursive style.

Talia Tanya Heryanto

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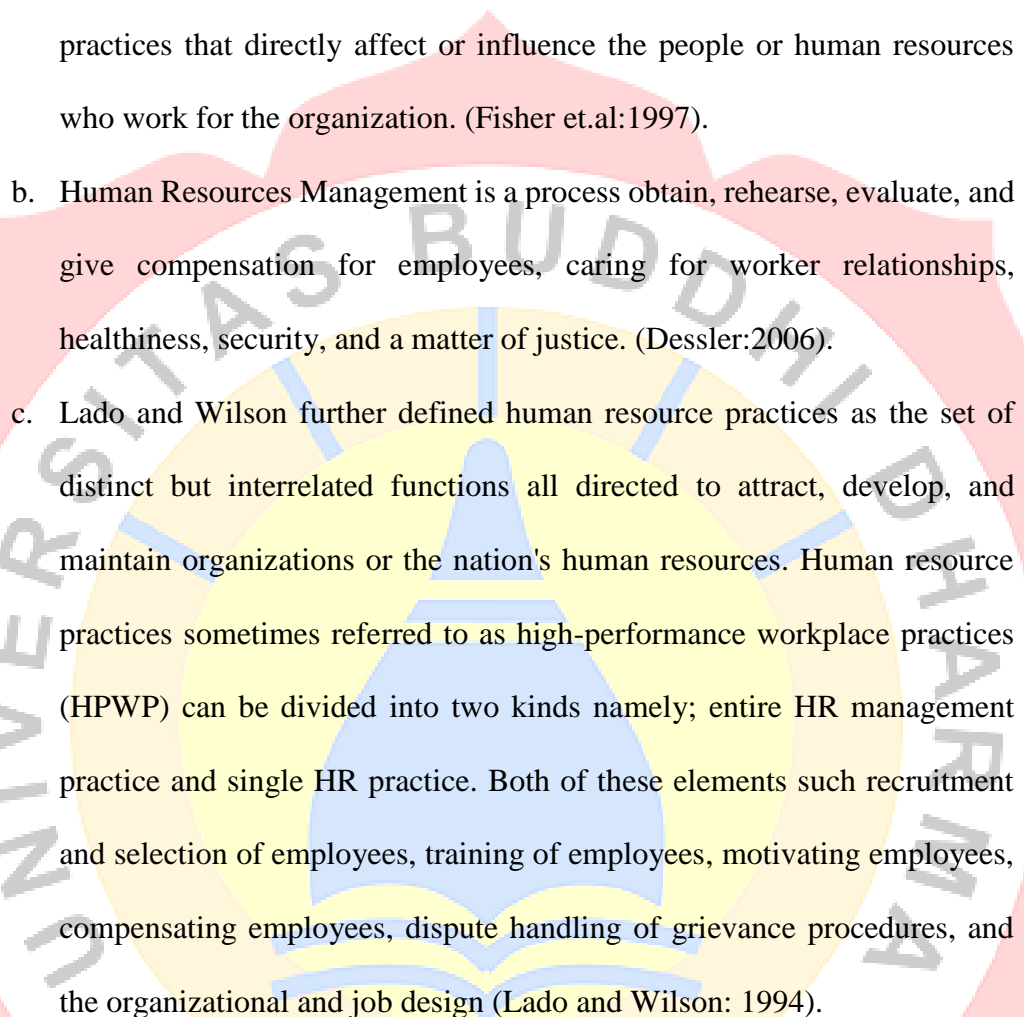
CHAPTER I

INTRODUCTION

1.1 The Background

Nowadays, the English language has often used by people because the English language makes it easier for all people to communicate. For example, some Germans ask something to Indonesians absolutely if the Germans use their language the Indonesians can't understand and at this point the English language very important because it can help us to communicate. A lot of foreigners come to Indonesia for a holiday or work. The writer as Indonesian people has to follow the developments not only in the surroundings but also in the world. English language very important to help us more developing. Like the company at PT Khan Yoga Fit in Pluit, North Jakarta, all the employees have to able to communicate in English because several foreigners work there.

The writer as a Human Resource has to be able to communicate with the English language. In general Human Resource Department is someone who finding, recruiting, screening, and administrating. Human Resources can be defined as total knowledge, skills, creative abilities, talents, competencies and aptitudes of an organization workforce, as well as the value, attitudes, commitment and beliefs of the individuals involved. There are so many definitions about Human Resource, below are some the explanation :

- 
- a. Human Resources Management involves all management divisions and practices that directly affect or influence the people or human resources who work for the organization. (Fisher et.al:1997).
 - b. Human Resources Management is a process obtain, rehearse, evaluate, and give compensation for employees, caring for worker relationships, healthiness, security, and a matter of justice. (Dessler:2006).
 - c. Lado and Wilson further defined human resource practices as the set of distinct but interrelated functions all directed to attract, develop, and maintain organizations or the nation's human resources. Human resource practices sometimes referred to as high-performance workplace practices (HPWP) can be divided into two kinds namely; entire HR management practice and single HR practice. Both of these elements such recruitment and selection of employees, training of employees, motivating employees, compensating employees, dispute handling of grievance procedures, and the organizational and job design (Lado and Wilson: 1994).

Some of the foreigners who work at PT. Khan Yoga Fit from the United Kingdom, India, Russia, Costa Rica, and Singapore. The writer observes a different accent in English and also the different cultural from another countries. Generally, the accent in English is considered difficult, it is because of their pronunciation not too clear or the sounds strange in our ear. So the

writer can apply the knowledge that has been she learned at Buddhi Dharma University.

In this apprenticeship, the writer wants to apply my English that the writer learned in college and also learn how to communicate well and properly and also to meet a lot of people. Because of the writer unaccustomed about sociable with a lot of people and communication.

The apprenticeship is one activity a student should be involved in and one of regulation for graduation at Buddhi Dharma University

1.2 The Objectives of The Apprenticeship

The writer wrote this job report based on what the writer has done at PT. Khan Yoga Fit for three months from March 2020 until Mei 2020 as Human Resource. The writer chooses an apprenticeship at PT. Khan Yoga Fit because in that company is connected with the writer's study in the English language.

The writer would like to apply the knowledge that she has at Buddhi Dharma University before, so she wants to improve communication skills with a lot of people so she can communicate intrepidly, and also the writer would like to get experience in Human Resource occupation. In the apprenticeship, the writer also wants to have more foreigners or local colleagues at PT. Khan Yoga Fit.

According to the writer for the objectives in this apprenticeship are follows:

- a. To get some experience in the world works
- b. To practice the writer English skill, both speaking and writing to improve the skill
- c. To solve the problem in the office
- d. Meet role models and potential mentors who can provide guidance, feedback, and support for the writer
- e. To expand the network of professional relationships and contacts
- f. Enhance the writer knowledge of a particular area

CHAPTER II

THE PROFILE OF COMPANY

2.1 The History

In the last few years, founder and CEO of Just Yoga, Ripon Khan seen an increasing enthusiasm and desire to lead a healthy lifestyle within Indonesia. To achieve these people are looking for more diversity than a traditional gym environment. Yoga has become a very popular form of exercise due to the benefits which have attested to over centuries. It is the right time to bring this health and lifestyle advancement to Indonesia through Just Yoga.

PT. Khan Yoga Fit is the leading and fastest-growing yoga academy in Indonesia with 6 studios currently open. It was established and starting the first marketing campaign in August 2015 in Pluit Village Mall, Jakarta Utara. The first premium studio to focus on personalized programs to enhance the practice of yoga and to deliver the maximum benefits. Then after the first studio goes well, CEO of PT. Khan Yoga Fit thinks that he has to create some branches in a few years. In October 2016 the second studio was grand opening at Kelapa Gading. The third Studio was grand opening in July 2017 at Serpong. The

fourth studio was grand opening in December 2018 at Bintaro. The fifth studio was grand opening in May 2019 at Taman Anggrek Mall. The sixth studio was opening in February 2020 at Surabaya. There are plans to expand within the next few years to continue the growth of knowledge and share the benefits of yoga to more people.

As a company that has the fastest growing yoga academy in Indonesia, PT. Khan Yoga Fit has a vision and mission for the statement of organizations or company overarching aspirations of what it hopes to achieve or to become.

Below are the vision and mission at PT. Khan Yoga Fit:

1. Vision

Just Yoga is the ultimate Yoga studio in Indonesia. We are committed to providing a fun and caring environment our students for the best yoga experience, a great fun loving community, and very healthy lifestyle

2. Mission

- Just Yoga committed to bring the benefits of Yoga for health in Indonesia.
- Committed to have top and experienced teacher to educate the students.
- We only provide experienced and professional teachers whom come from India.
- Provide a top quality environment for the students to enjoy the classes to the fullest.
- Passion and commitment to Yoga and concern for the health of the students is our top priority.

2.2 The Location

PT. Khan Yoga Fit near Emporium Pluit Mall and Busway station Penjaringan.

The office located in Ruko Pluit Junction SH 12, Penjaringan, North Jakarta, phone (021) 22664112. This company has 6 branches or studios in Jakarta,

Tangerang, and Surabaya. One of the best advantages of Just Yoga is the location. The studios located in the heart of the city and the west, making access to Just Yoga simple and easy. Here below the addresses of the branches of PT.

Khan Yoga Fit :

a. Just Yoga Pluit Village Mall

2nd floor, unit No.91

Pluit, North Jakarta

Phone (021) 66670367

b. Just Yoga Kelapa Gading

Gading Walk Arcade

Unit 48 B & 50

North Jakarta

Phone (021) 45878234

c. Just Yoga Serpong

Ruko Times Square

Block unit 82228 & 82328

Paramount Gading Serpong

Tangerang, Banten

Phone (021) 29011629

d. Just Yoga Bintaro

Lotte Mart Bintaro

1st floor MH.Thamrin Kav CBD

Bintaro Jaya Sector 7 No.1-6

Phone (021) 29310780

e. Just Yoga Taman Angrek

Taman Angrek Mall

2nd floor No.f07

West Jakarta

Phone (021) 5639114

f. Just Yoga Pakuwon Mall

LG - 17&18

Surabaya, East Java

Phone (031) 99150158

2.3 The Business Activity of the Company

PT. Khan Yoga Fit or Just Yoga is businesses corporate with service trade and leading the fastest growing yoga academy with 6 studios currently open. The company currently has more different studios in different locations and offers 1.000 classes with 33 different styles each month in Indonesia. PT. Khan Yoga Fit recruits the best talents such as Yoga teachers who have a yoga teaching qualification from Yoga University in India or graduate from Just Yoga academy. Just yoga is committing to expanding the business to have more locations in the future and delivering the best Yoga benefit to its students.

This company based on health and physical fitness. Yoga becomes to be the most practical sport that cities love. Author and spiritual master from India said “Yoga is not just repetition of few postures – it is more about the exploration and discovery of the subtle energies of life.” (Amit Ray: 2012) During activities, peace of mind created through yoga becomes necessary. PT. Khan Yoga Fit provides all the classes for every age, from children until the elderly.

Here are some things that can be done at Just Yoga:

a. Yoga Teacher Training Diploma

The most complete yoga teacher training diploma program. This 200 hours course is for everyone, if you dream of working as a yoga teacher, this course is ideal for you. It is an excellent program for those who have always wanted to have an in-depth understanding of yoga and transform you toward becoming a yoga teacher. This diploma course is suitable for individuals who have done some yoga classes or totally new to yoga. Upon completion of this diploma course, you will have to form an understanding of yoga. In this training, the students studying approximately 3 months, both to practice and textbook. For the first month the schedule is a full theory, the second month is practice and theory and the third month is full practice. And also the student who joins this training will get a recognized certificate all over the country.

b. Just Me

Just Me personalized yoga sessions are an excellent way to achieve the full benefits of yoga. These sessions are beneficial to those who are new to yoga or seeking a more personalized practice. Advanced yoga practitioners can greatly benefit from Just Me Session especially for those who want to take

their practice to the next level, and also each private yoga session is designed specifically for you and will focus on exercise for your body type taking into consideration your fitness level, stress level, your health, and goals. The favorite yoga master 'can work with you in leading into more challenging poses in a safe and inspiring environment. This class is more private because in one class there are two people in there, the teacher and the student. For students who choose this class, they can consult with the teacher about their specific problems. And also in private yoga sessions fully equipped with rope walls, yoga chairs, blankets, foam rollers, yoga bench, stools, bolsters, blocks, headstand chairs, belts, and mats to enhance the yoga practice.

c. Regular and 39°C Infrared Hot Yoga Classes

Regular classes are classes that practiced at normal room temperature.

39°C infrared hot yoga classes are classes that practiced in a specially heated room that is equipped with an infrared panel to bring up the heat. This class is suitable for people who want to more sweating and lose weight. With infrared, the heat will penetrate the skin and stimulate sweat glands. It will help to release more toxins, leaving the skin healthier and simultaneously burning more calories, giving the more effective result.

All the classes above are divided into several levels based on the difficulty:

- Absolute Beginner (Just Beginner, Back to Basic, Hot Healing, etc)

Great classes to begin yoga journey, specially designed for people who have no knowledge or experiences of yoga and not doing any other physical activities.

- Beginner (Backbend Flow, Air Time, etc)

The right classes for those who are still relatively new to yoga but have been doing other physical activities.

- Intermediate (Hot Strength and Tone, Core Fusion, etc)

It is recommended to take this class after a minimum of 6 months practicing yoga.

d. Retreat

If someone tired of everyday routine this yoga retreat is suitable for them.

Offering a short vacation to refresh the mind, with peaceful yoga classes, a beautiful and relaxing environment to practice in

e. Executive Yoga

A special class that mainly focuses on the corporate client who wants their employee or team to reap the benefits of yoga to help boost productivity and relive work tension and stress. Done in a set of sequences that primarily, focusing on stretching the upper body and back to relieve the tension from working behind the desk.

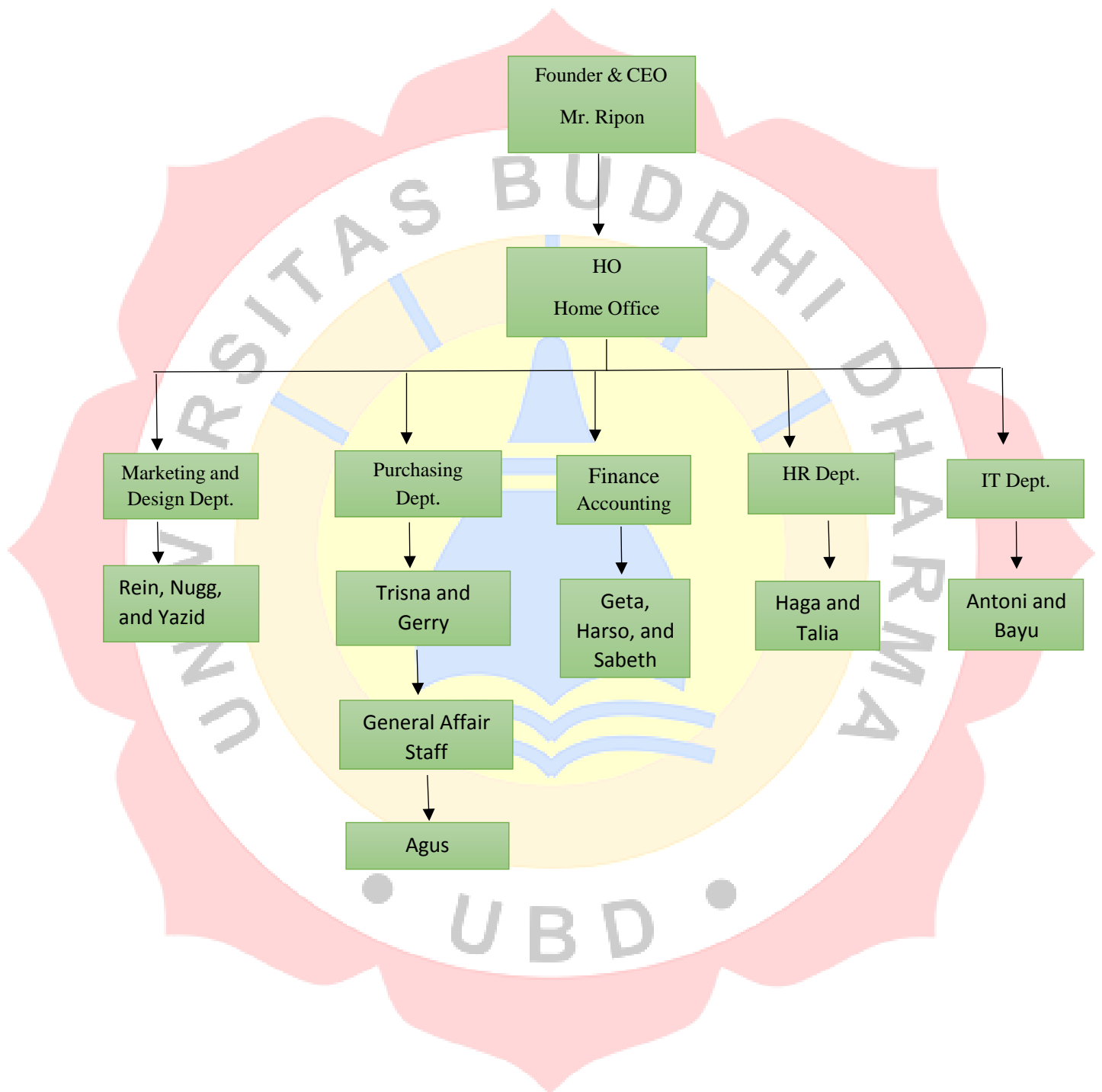
f. International Teachers

India is the birthplace of yoga and it has been practiced there for more than 5000 years. We believe that students deserve to get the best teachers, which is why most of our teachers are professional teachers from India that can deliver the most authentic yoga experience

g. Merchandise

Part of merchandising is awareness of when demand for the product. Also, instead of offering for so many yoga classes PT. Khan Yoga Fit also sells the merchandise of Just Yoga. The merchandise that PT. Khan Yoga Fit sells are tumbler, keyring, sports bag

2.4 The Management Structure



At PT. Khan Yoga Fit there are not too many employees at the office, around less than 15 employees. Their average education is all undergraduates and some of them are a senior high school.

Below are the general tasks of all the management structure at PT. Khan Yoga Fit:

1. Founder and CEO

- Managing the company according to corporate strategy for the better future of the company as CEO has to consider the best strategy
- Give motivation to all employees that relevant to the performance of all staff, that can make the staff more spirited
- Supervise the duties of employees
- Leading the company for the development in short and long term strategy
- Implementting the mission and ensuring the quality of it's services.

2. Marketing Staff

- Looking for partnership and sponsorship, as a marketing staff they should find companies who are really interested in sponsoring events

- Planning for promotion strategy, how to create a good and attractive content
- Implementation of marketing strategies
- Prepare content for the publication.

3. Design Staff

- Making a design for social media, brochure, etc. As a design staff they used more about the creativity, how to make the uncommon illustration or design
- Collaborate on new design issues and research
- Make the projects and finished graphics.

4. Purchasing Staff

- To order the product that the company needs
- Dealing, create and maintain with vendors and suppliers it means in the purchasing department should make good relationship with vendors
- Negotiate and update the price list of goods
- Researching potential vendors, as a purchasing staff they have to choose a good decision about the vendors because the company wants

to have the product that good quality and also the price is not too much expensive

- Evaluate and compare offers from supplier.

5. Finance Staff

- Managing bank accounts and payments
- Prepare balance invoices and sheets
- Maintain all the receipts and records for all transaction
- Processing invoices
- Ensure data integrity in all financial reporting.

6. Accounting Staff

- Create and file the tax documents
- Reporting the costs and balance analysis
- Managing the accuracy of the accounts payable
- Conducting billing processes
- Performing monthly balance sheet reconciliations.

7. HR Staff

- Administration for employees
- Process of recruitment
- Performance reviews has also brought forward issue of the linkages between the employment relationship and wider organizational
- Performing payroll
- Providing counseling on employee, policies and procedures it means to influencing employee attitudes for the good effects.

8. IT Staff

- Managing and protecting the systems and networks
- Create and maintain the company website
- Keeping record hardware and software systems
- Assist various units internal if there is some incident escalations and technical problem resolutions.

9. General Affair Staff

- Managing and supports the company necessary procuring of goods and operational facilities
- Include other perks and resource extensions such as automobiles, telephonist, dispatch rider, cleaning service, etc
- Establish communication with the entire division of the company that can become served as a bridge of information between the entire division.

CHAPTER III

THE ACTIVITY OF THE APPRENTICESHIP

3.1 The Department

Managing human assets does an outstanding job of tying together a number of the disparate elements that make up the HR field. In this apprenticeship the writer as a Human Resource administration. Human Resources department is the job who always meet with many people who already work or going to be an employee. Since the writer is an introvert person, she has to adapt to the environment that which is almost every day meets new people.

3.2 The Tasks

Through this apprenticeship, the writer can apply and practice the knowledge that has been accepted from Buddhi Dharma University, and here are the tasks entrusted to do during the apprenticeship at PT. Khan Yoga Fit:

3.2.1 The Activities of First Week

Activities in the first week are not too much and too hard, because the writer directed with the lead to learn and understand about what is the Human Resources are. On the other hand, the writer in training. The lead training the writer how to communicate with people while interviewing for examples how to asked the question properly, how to answer the specific question from the candidate, observe the gesture when the candidate talks and make calls properly while the writer calls the candidate for an interview invitation.

3.2.2 The Next Months Activities

- Do the recruiting sequence among them put up ads for job sites, screening candidates curriculum vitae who will suit on the position that the company needs and invited in an interview and if it is done going to be called in for an interview. The first week in April 2020, the writer does interview for the candidate with the lead. So the writer can observe how the interview going well
- The second week in April 2020, the writer starts to interview candidate but the lead still accompanies. The key to successful recruitment is to ensure that the criteria of suitability are overt and relevant to the job itself

- The third week in April 2020, the writer creates job contracts for employees who pass the interview from HR and managing the uniform that has to give for the new staff
- The next month, May 2020, the writer creates a summary of employee absences that looking for the check in and check out who are the staff came late in office and studios. And also in this month the writer starts to interview candidate by herself without accompanies from lead HR
- Helped file the company records
- Do an exit interview for employees who want to resign, so the writer can find out the reason why a staff resign
- Managing employee data such as uniform tracking, personal data, etc.

3.3 The Problems

Almost every department in the company has its problems. For the writer in this apprenticeship is not easy and not smooth that the writer thinks. There are some obstacles that the writer faced as an assistant in Human Resources at PT. Khan Yoga Fit. Below are the problems that the writer has:

- The writer sometimes incorrectly input the data of staff
For example, the writer made a contract for the employee, it should be 2020 but the writer wrote 2019.
- When the writer sending email for the candidate

Every candidate that the writer invited, they receive the email. Sometimes its because so many emails have to be sent by different positions and dates, the writer wrong to input.

- The employee complains about something

Sometimes the employee complains about the salary that they got is lack or about the attendance.

- Forgot to input the employee data

When there is a new employees the writer has to write information about the employee on the computer.

3.4 The Ways Out

About the problems that the writer faced, she has to solve it. There are some ways to out from the problems:

- When the writer incorrectly inputs the data, the writer tries not to be a rush, not easy to distract with the circumstance, and the writer also checks the data before print it out and make sure all the text correct. The last is also the head of human resource checked the data.
- The writer sent a lot of emails, then she sometimes sent the email incorrectly. For example, wrong to give the date, incorrectly the places, or incorrectly wrote the position that they applied. After that, the writer makes the apologies for the email and sent the email agai

- Sometimes the employee complaining about their attendance and salary. Like when they thought that they are on time when coming to the studio, but on the system they are late and sometimes the time in machine got an error, so the machine detects the staff late but in real time its not. Now the machine is fixed. The great way to deal with it is the writer has to listen to what they said after that explaining what happens exactly with a patient and clearly.
- The writer sometimes forgot to input the data or information about the new employee in the computer. The way out to prevent those things happen again immediately inputs the data when the employee signs the contract.