



BUDDHI DHARMA UNIVERSITY

A JOB REPORT AS A STAFF ADMIN

At HnH BABY SHOP

Presented as a partial fulfillment of their requirement for the Diploma
Program

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DHARMA TANGERANG**

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APPRENTICESHIP WRITING PROPOSAL

Final Project Titles : Job Report As Staff Admin At HnH Baby
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Department Faculty : Social Sciences and Humanity The Final Project Proposal has been approved.

On,30 July2022

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Acknowledged by,
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RECOMMENDATION FOR THE ELIGIBILITY OF THE FINAL PROJECT EXAMINATION

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Title of the Final Project : A Job Report As Staff Admin At HnH Baby Shop

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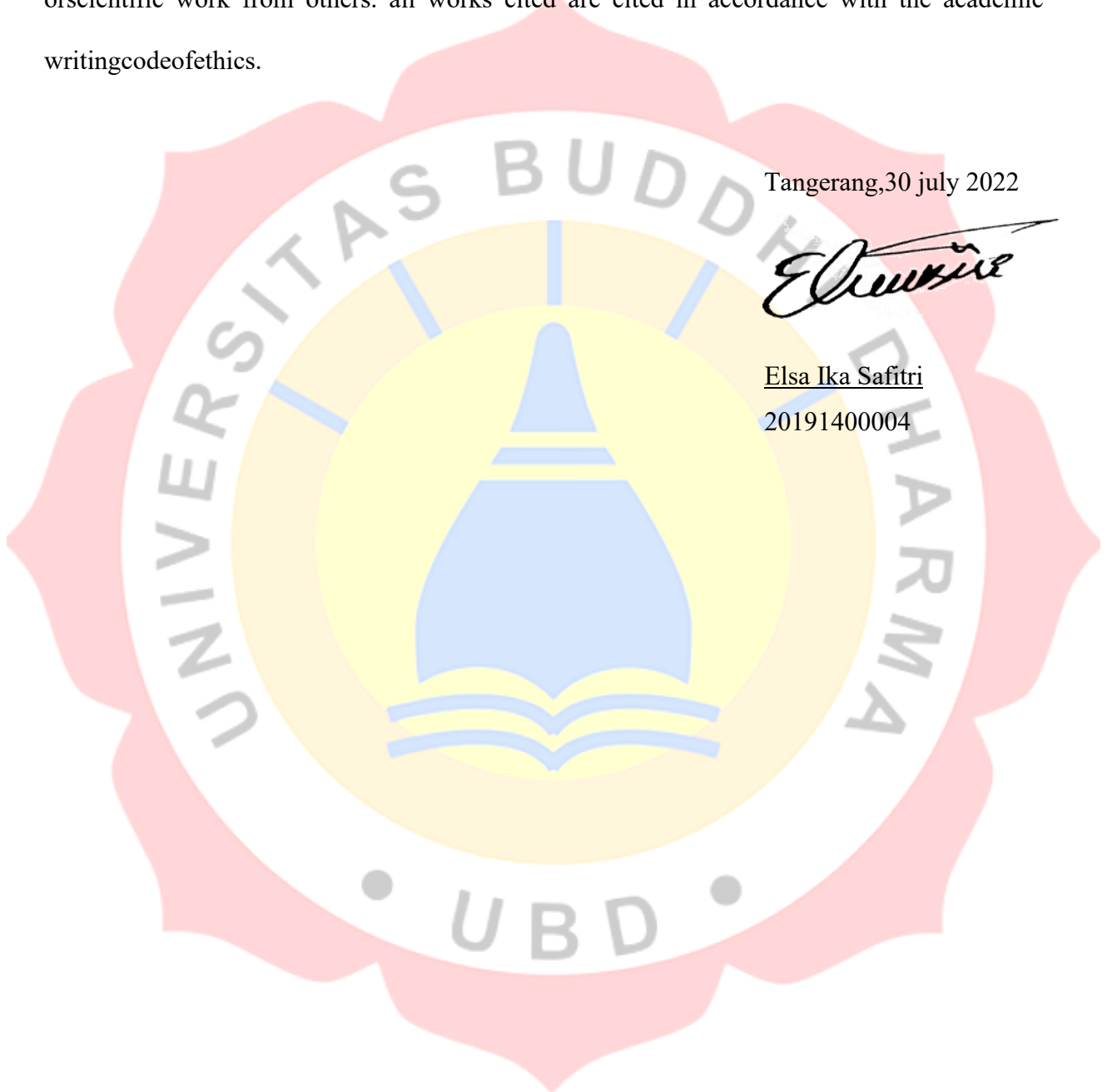
STATEMENT OF AUTHENTICITY

I honestly state that this thesis is my own writing and it is true that I did not take any ideas or scientific work from others. all works cited are cited in accordance with the academic writing code of ethics.

Tangerang, 30 July 2022



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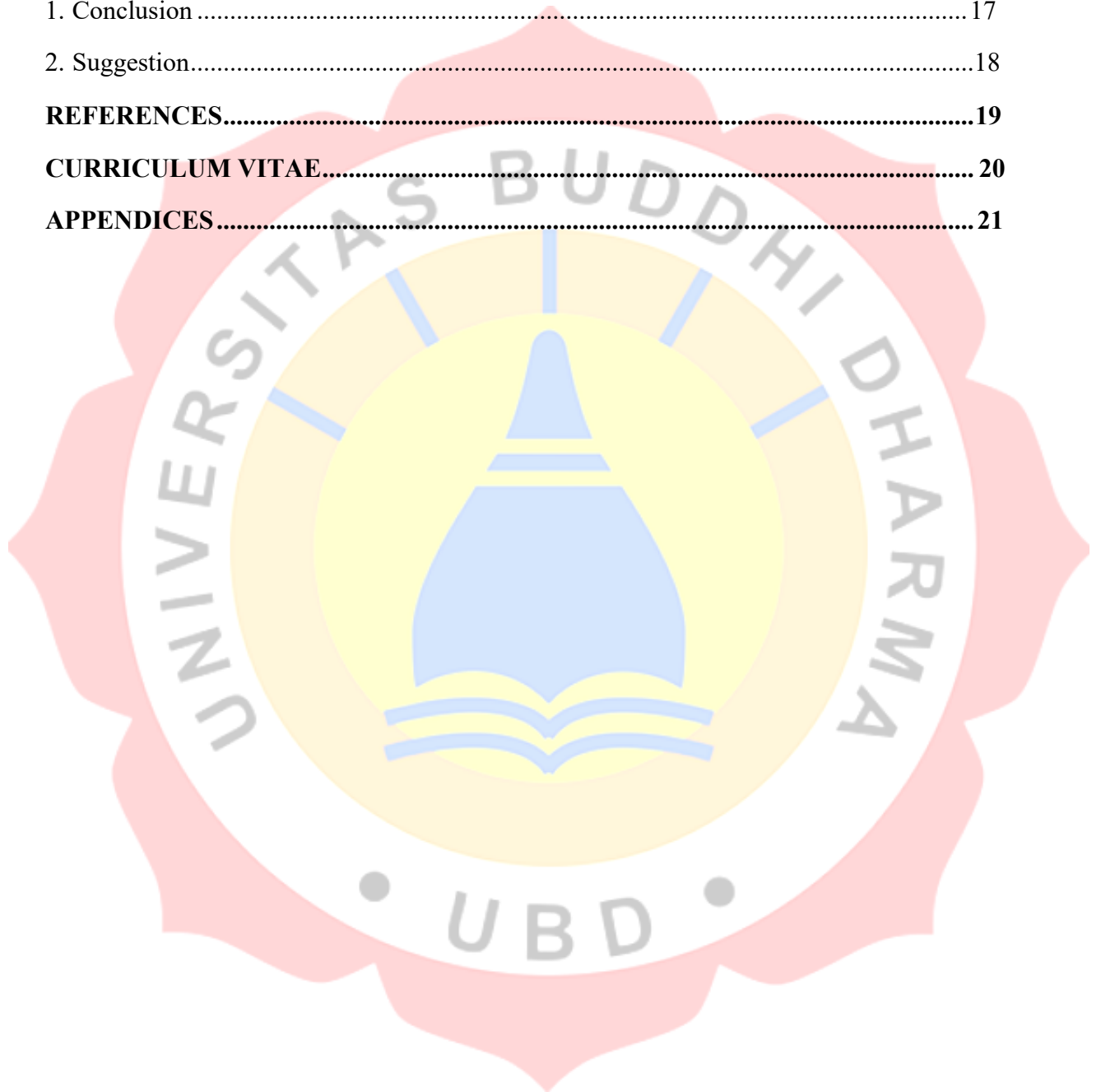


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CHAPTER I

INTRODUCTION

1.1 The Background

Field Work Practice (PKL) is an event for students to apply the theories received during the learning process at the study into the real world of work. University is one educational institutions that prepare students to be able to socialize, especially in the disciplines that have been studied during lectures. In the education world the relationship between theory and practice is it is important to compare and prove what has been learned in theory with the actual situation in the field. For that, the Buddhi Dharma University obliges every student to carry out the practice Field Work in government agencies or private companies as one of the conditions that must be met to complete the title of education the Ahli Madya (DIII) at the faculty of social sciences and humanities.

Through this internship, students will be able to apply their knowledge that has been obtained in the lecture bench into a work environment that is and get the opportunity to develop a way of thinking, add useful ideas and can increase student knowledge to what was assigned to him. As it is known that the theory is a basic science for the embodiment and practice of work Field. Given the difficulty of producing a skilled workforce and quality, many universities are trying to improve the quality of human resources by improving the quality of education and provide supporting facilities to produce good graduates and reliable.

The author carries out practical work in an online (shoppe @hastuti95 , tokopedia@HnH Baby Shop , blibli @HnH Baby and Kid Shop , lazada @HnH Baby and Kids ,facebook @Hnhshop , instagram @hnh.babyandkidsshop) shop for children and baby equipment,HnH Baby shop.(OwnershopHastuti) gives a place to the admin section who handles buyer problems, checks stock of goods, makes promotions for goods in market places such as shoppe, lazada, tokopedia,facebook , instagram and blibli on a business application.

While carrying out practical work at the HnH Baby Shop shop, the author helps in the process of making Online shop that the shop owner is working on. The author is involved in the creation of views, features and participates in the database design process. During the work of the author guided by Mrs. Hastuti, as the owner of the market place.

Based on the description above, the authors report the results that obtained from Job Training activities at the HnH Baby Shop online store in the Job Training (KP) report with the title “admin online shop at HnH Baby Shop”.

1.2 The Objective of The Apprenticeship

The intent and purpose of carrying out practical work at the HnH Baby Shop.

1). As a written evidence that has been carried out as a report

Practical Work (KP) to the Faculty of Social Sciences and Humanities majoring in English DIII with a concentration in Business Communication Studies Buddhi Dharma University.

2). Understand the workflow in an online store, as an admin staff at the HnH

Baby Shop store. Every activity held must have a purpose and benefit, as well as

internships. Based on this background, the objectives of the internship are as follows:

- 1.) Being directly involved in situations and conditions for carrying out store activities.
- 2.) Equip students with practical field activities and increase their knowledge about the world of work.
- 3.) Train students to be able to work optimally.



CHAPTER II

THE PROFILE OF THE COMPANY

2.1 The History

This business was built in 2017 by a master of education graduate from the Indonesian Education University (UPI Bandung). This business was started from an online business that utilizes Facebook social media as a promotional medium with bold capital. Previously, the owner had a career as a lecturer at one of the leading private universities in Tangerang. The choice to focus on family and children was the initial reason he quit his job. As a master's degree, he develops creativity to start an online business by self-study. Financial capital is relatively small and self-taught about online business.

This business then developed rapidly to coincide with the Covid 19 pandemic, where most of the people used the online market to look for needed goods. It can be said that business owners are taking advantage of the pandemic moment very well. Several business stalls open in several online applications such as Shopee, Tokopedia, Lazada, JD ID and other social media provide hefty profits to the owner. In addition to bringing material benefits to the owner, he also creates job opportunities by providing job opportunities to staff who want to join as employees. Also provides job opportunities for resellers. This is certainly an opportunity for other people to increase their income.

With this effort, he gets good finances, is still able to develop his potential, and provides job opportunities to others. So it can be said that this business has provided

good benefits not only to the owner but also to some of the staff who were trained and employed in this business.



Currently, the business that started as an online business has opened a shop with the name HnH Baby Shop as well as running an online business from the store. HnH Baby Shop is located at Ruko Green Aryana, Block D32, Binong District, Tangerang. The shop provides a variety of baby and children's equipment (clothes, shoes, slings, bags, accessories, bedding, cosmetics and various other items).

2.2 Vision and Mission

- Vision

HnH Baby Shop has a vision, namely to become a business engaged in baby and child equipment by prioritizing customer satisfaction through product quality, competitive prices, and maximum service.

- Mission

1. Prioritizing the interests of consumers through product innovation that follows the needs and trends.
2. Maintain product quality and prices to support the vision.

2.3 The Location

HnH Baby Shop is located in Aryana Binong housing, exactly on the located Ruko Green Aryana Blok DD25, street Aryana Karawaci, suka bakti, Kec. Curug, Kabupaten Tangerang, Banten 15810. The location can be reached by car or motorbike.

2.4 The Business Activities

This shop started as a small business at home so that it became an even bigger business. This HnH Baby Shop shop was managed by the owner himself from the beginning to become a very good business. The HnH Baby Shop store provides director online sales, if the direct store is placed in the green aryanacurug shop. HnH BabyShop sells goods for children, toddlers and babies. This store operates mostly ononline sales,but when it is solddirectly,there are very fewdemand.

2.5 The Management Structure

Like other stores HnH Baby Shop also has anorganizational structure. The workforce management at HnH Baby Shop consists of leaders,admins ,pack employee1 and pack employee 2.

HnH Baby Shop structure management chart

