



# President University

Internship report for



**PT. Sinar Mas Agro Resources TBK**

**KEVIN EKAPUTRA (008201200040)**

**President University**

**Jalan Ki Hajar Dewantara, Jababeka Education Park, Cikarang Baru – Bekasi**

**Jawa Barat – Indonesia 17550**

**[www.president.ac.id](http://www.president.ac.id)**

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## PREFACE

First of all i would like to say thanks to my God Jesus Christ, because of Him, i can pass my holdup in my life and give me a good place for the internship. Thanks to my parents my mother, my father, and my brothers and sisters, my family and also to all my friends that give me support and spirit to never give up easily and especially to all my friends (Rudi, bella, jessica, nanda, feby) that already support me in the office during the internship and now we already passed and finish this internship together.

Finally, i wish to express my deep gratitude to PT. SMART TBK to provides me a chance to internship for fourth month. Thank you to my department head of tax 'ibu Silvi' that give me opportunities to internship in department of tax and my supervisor Mr. Aurelius Redi that give me knowledge in the office, thank you for all seniors 'ka ocha', 'Ci Retta', Ka Yusak', 'Ka Deacy' and others that i can't mention it one by one, and also finance division, treasury division that already accompany me during internship. Thanks to 'Ci Leoni', 'Ka Uli', 'Ka Ajeng', 'Ka Astrid' that already accompany me in lunch almost everyday. And also thank you to my President University Friends in the office bella, rudi, jessica, febby, nanda that already accompany me during the internship program. I'm very happy be a part of tax department.

Thank you to Mr. Gatot as my mentor for teaching and guiding the writer to do the best in my internship and report.

I will not forget this 4 months internship period. I really enjoy this internship program. Hopefully, this internship will give me good feedback for me to find a good job in the future and other student at President University. Thank you for all reader, that read my internship report.

Jakarta,

Kevin Ekaputra Kristanto

# CHAPTER I

## INTRODUCTION

### I.1 Background of Internship

Internship provides real world experience to students to explore or gain the knowledge and skill required to enter into a particular career field. Despite the short-term period, internships are primarily focused on getting some on the job training and taking what's learned in the classroom and applying it to the real world. Networking and experience are necessary to gain a competitive side in the job market. Doing an internship will let us easier get an excellent job when we are graduated. Students as intern generally have a supervisor who assigns specific tasks and evaluates the internee overall work.

Many college students do internships to gain relevant experience in a particular career field as well as to get exposure to determine if they have a genuine interest in the field. Besides that, the experience in internship is valuable experience to students that can be highly attractive to potential employers on candidate's CV

Internship program in President University takes one semester, which is on the eighth or ninth semester for faculty of business, Accounting study program. On this period, students may choose a company that is relevant with their field of study and specialities.

### I.2. Purposes

Through internship, students have the opportunity to test their interest in a particular career before commitment is made and the ability to develop skills in the application of theory to these practical work situations. In a competitive job market, career related work experience can be the key to obtaining full-time employment following graduation. In addition, a career related experience can give students the edge in the employment marketplace.

### I.3. Objectives

- Develop student's abilities to achieve performance goals based on the responsibilities and duties.
- Experience the importance and relevance of ideas learned in classroom work.
- Experience working within a group or team
- Get a bird's eye view of how a company is running and interact with and learn from industry professionals.
- Enable the cooperating organization to receive the benefits of the special talents and the background of the students.
- Increase interaction between the university and the cooperating organization to educate and produce good quality graduates.
- Apply, in an appropriate and professional work setting, theories, concepts, and philosophies learned through previous academic and other experiences.
- Develop decision making and problem solving skills through the formulation, implementation and evaluation of alternative solutions of problems and approaches issues.
- Gain an understanding of the overall company organizational structure and their management philosophy (or corporate culture) and clientele base, as well as their relative position to other local, national, and or global competition in the market place.
- Identify and address personal strengths and weaknesses in light of demands and expectations of employment in the various roles and responsibilities assigned in a work setting.
- Develop a network of industry professionals that can be used when seeking fulltime employment.
- share their internship experience and special project with other PU interns, faculty, and staffs.

#### **I.4. Benefits of Internship**

Internship program gives mutual benefits both for company and students. some of the benefits of internship program for the students are as follow:

- internship students will develop skills and techniques directly applicable to their careers.
- Internship will provide students the opportunity to develop attitudes conducive to effective interpersonal relationships.
- Internships will provide students with an in-depth knowledge of the formal functional activities of a participating organization.
- Internship programs will enhance advancement possibilities of graduates.
- Students are able to experience the importance and relevance of ideas learned in classroom work.
- Students get a brief look of how company is running and interact with and learn from industry professionals.
- Internship can be a tool to increase the interaction between the University and the cooperating organization to educate and produce good quality graduates.
- Internships enhance student employability.

And the benefits for the company, of hiring interns are as follow:

- Creates the opportunity to recruit future company.
- Gives the opportunity to evaluate prospective employees virtually risk free.
- Save money since an intern receives less pay and fewer benefits than a full-time employee.
- Functions as a flexible, cost-effective work force without long-term commitments.
- Frees up professional staff to pursue more creative projects.
- Brings new and innovative ideas to the company.
- Strengthens the bond with the university and projects a favorable image in the community.
- Allows the company the opportunity to have an impact on molding the lives of students.

## CHAPTER II COMPANY PROFILE



### II.1 BACKGROUND OF SMART TBK

Established in 1962 and listed on the Indonesia Stock Exchange (IDX) in 1992, PT Sinar Mas Agro Resources and technology Tbk (“SMART” or the “Company”) is one of the leading, publicly-listed, integrated palm-based consumer companies in Indonesia, with total net sales of Rp 32.3 trillion and income attributable to owners of the company of Rp 1.5 trillion in 2014. The company’s primary activities range from cultivating and harvesting oil palm trees, processing fresh fruit bunches (“FFB”) into crude palm oil (“CPO”) and palm kernel (“PK”) to refining CPO into industrial and consumer products such as cooking oil, margarine and shortening.

The company cultivates 139.100 hectares of oil palm plantations in Indonesia, including plasma. Our 15 mills extract CPO and PK from FFB, with a total capacity of 4.1 million tonnes per annum.

CPO is processed further into value-added bulk, industrial and branded products through our own refineries, with a total capacity of 2.6 million tonnes per annum. He PK is crushed in our kernel crushing plants. Which have an annual capacity of 480 thousand tonnes, producing higher-value palm kernel oil and palm kernel meal.

SMART also markets and exports palm-based consumer products besides bulk and industrial oil, SMART’s refined products are also marketed under several brands, such as Filma and Kunci Mas. Today, these brands are recognised for their high quality and command significant market share in their respective segments in Indonesia.

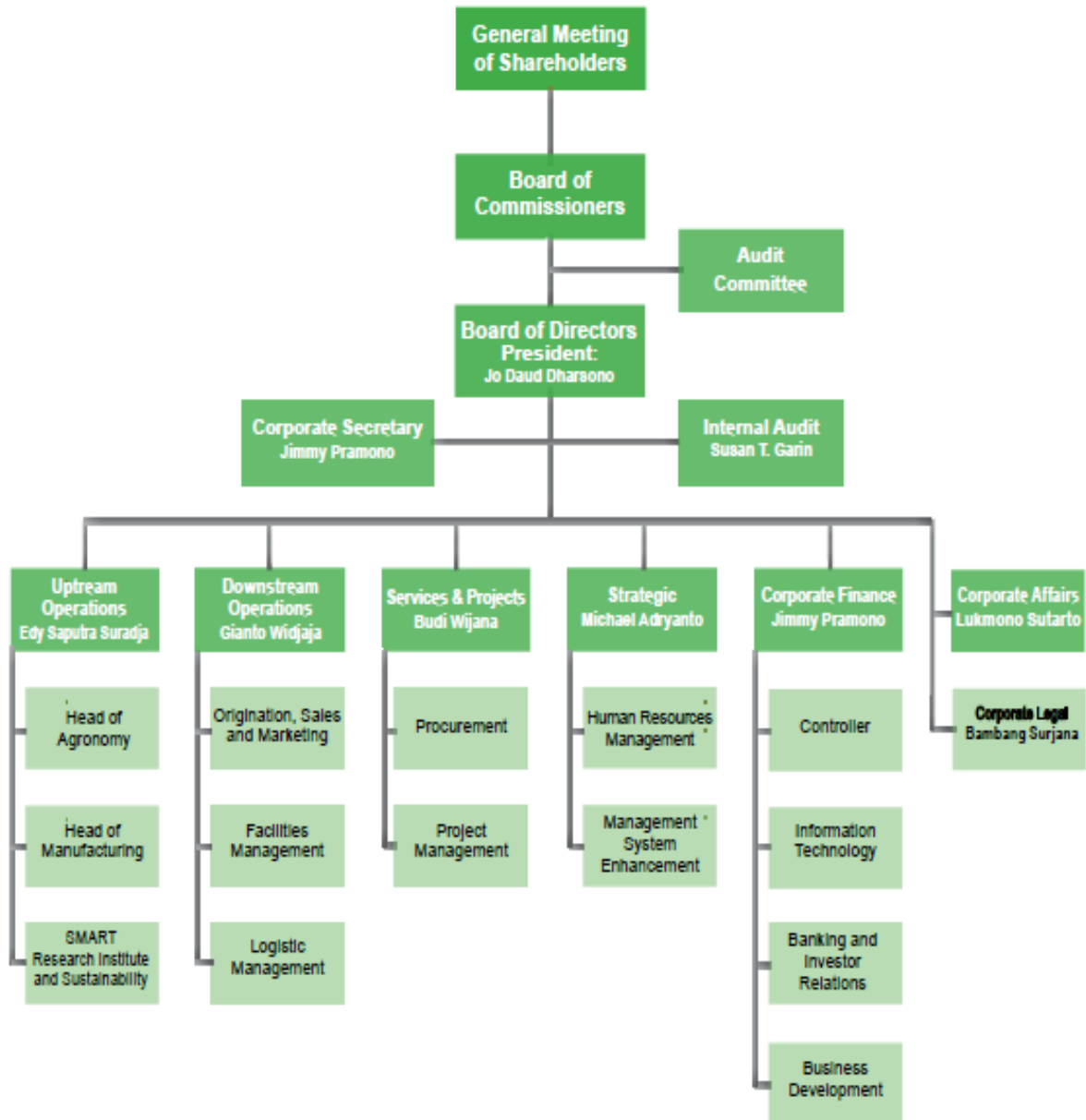
## II.2. Brief History of SMART Tbk

- 1962. Incorporated under the name of PT Maskapai Perkebunan Sumcama Padang Halaban.
- 1992. Listed its shares on the Indonesia Stock Exchange (IDX)
- 2002. - Started to concentrate on the core business by divesting tea and banana plantations.
  - Received ISO 9001 certification for quality management of mills.
- 2003. - CPO production reached 343.000 tonnes.
  - Received ISO 14001 certification for environmental management.
- 2005. - Completed conversion of US\$205 million shareholder's loan into equity.
  - 1-to-5 stock split.
  - Became an active member of RSPO.
- 2006. – became the signatory of UNGC.
  - SMARTRI received ISO 17025 certification for competence of testing and calibration laboratories.
- 2008. – refineries were accredited with ISO 22000 certification for food safety management.
  - Building new refinery in south Kalimantan.
- 2010. Commenced operation of new refinery in West Java.
- 2011. Received first RSPO certification.
- 2012. – achieved record CPO production 765.000 tonnes
  - Received first ISCC certification.
  - Successfully issued corporate bonds totaled Rp 1 trillion.
- 2014. – received the 2014 Primaniyarta Awards as Global Brand Creator and outstanding Winner for Five times Achievement from the ministry of trade of the Republic of Indonesia.
  - For three years in a row, SWA magazine and business digest awarded FILMA with 1st champion of Indonesia original Brands 2014.



- Received first ISPO certification.

### II.3. Organizational Structure



## **II.4. Vision and Mision**

### **Vision**

Be the best, fully-integrated, global agribusiness and consumer product company – the partner of choice.

### **Mision**

We efficiently provide sustainable and superior quality agribusiness and consumer products, solution and services to create value for all our stakeholders.

## **II.5. Product**

The company cultivates 139.100 hectares of oil palm plantations in Indonesia. 15 mills extract CPO and PK from FFB, with total capacity of 4.1 million per annum.

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SMART also markets and exports palm-based consumer products. Besides bulk and industrial oil, SMART's refined products are also marketed under several brands, such as FILMA and Kunci Mas. Today, these brands are recognised for their high quality and command significant market share in their respective segments in Indonesia.

## **II.6. Company Milestone**

**2002.** Received ISO 9001 certification for quality management of mills.

**2003.** Received ISO 14001 certification for environmental management.

**2006.** SMARTRI received ISO 17025 certification for competence of testing and calibration laboratories.

**2008.** refineries were accredited with ISO 22000 certification for food safety management.

**2011.** Received first RSPO certification.

**2012.** Achieved record CPO production of 765.000 tonnes. received first ISCC certification, successfully issued corporate bonds totaled RP 1 trillion.

**2014.** Received the 2014 Primaniyarta Award as Global Brand Creator and Outstanding Winner for five times achievement from the ministry of trade of the Republic of Indonesia. For three years in a row, SWA magazine and business digest awarded FILMA with 1st champion of Indonesia original brands 2014. Received first ISPO certification.

## CHAPTER III

### INTERNSHIP ACTIVITIES

#### III.1. Job description

I did the internship in palm oil company, PT SMART Tbk in the period of 1st April 2015 until 31st July 2015. During the period of this internship, I was placed in the tax department. The tax department consisted of 18 staff. The function of the tax department has an important role in controlling the tax of the company. The biggest responsibilities that I had consisted of tax compliance, tax support, and physical checking of tax invoices. The following are the brief explanations about the job that I have done during the internship period:

- Physical checking invoices

The first procedure conducted by the tax department is doing physical checking of invoices. The tax department receives the invoice from the finance division and the tax department does the job to check the completeness of the documents. If there are some documents that are incomplete, the document must be rejected and given back to the finance.

- Tax support and compliance

After the first procedure was done, the next step is tax support & compliance. The purpose of tax support & compliance is to organize and input all the vouchers into a document in a Microsoft Excel. So accounting can easily check the document. Because there are so many vouchers that must be inputted, tax support & compliance is an important thing with the purpose of merging all the vouchers into a document.

- Making withholding tax and tax slips

I made some withholding tax. Some invoices that have income tax should be made with withholding tax. First, check the voucher which in the voucher also includes tax invoice. Second, report VAT amount to the SAP software and after that create Withholding Tax article 23 from e-SPT software.

## CHAPTER IV

### PERSONAL RESULT AND POINTS LEARNED

The internship program held by President University is a very interesting part and gives a lot of benefit for students especially for me. This program gives a priceless experience because students can apply the knowledge learned in the campus and contribute directly to the fieldwork. Internship program also adds value to the students so they are more appealing for the employer after they graduate.

This internship won't be happened without the help of President University ICC (Internship Career Center). ICC helped me prepare myself from the very first beginning, from preparing the Curriculum Vitae until the finishing of this internship report. ICC supports student by conducting internship experience by just simply dropping their applications to the participating companies. ICC follows up the status of student's employment which is very helpful because students might not be able to follow it up themselves because the busy schedule of classes.

From this internship, I learn so many things. First, I am able to understand the system in the company runs their business. Before I took this internship, I even had no image how it runs. But now, I know how to be responsible and interact with many different people in the real fieldwork.

Second, the internship program gave me a personal growth. From this period, I learned how to act under pressure, how to deal with different people, and team work. Because there are a lot of data and job that should be done. So, I learned to be responsible with my job and work efficiently and effectively.

Third, the internship program has developed my technical skills. During the internship period, I was required to know at least the basic understanding about taxation, and the system that used by the company.

Fourth, from the internship I learned how to build effective communication. Effective communication is very important to adapt with other people, because if we can adapt with others people in the office, we feel more comfort and enjoy to work.

Fifth, manage the attitude and behavior. As a internee, we must very careful with our attitude and behavior. Not only we bring our name, we a also bring the university name. We must show a good attitude and good behavior the the company. If our performance good and no matter with our attitude and behavior not imposible that we can get the direct hiring from the company, it also can keep the good relationship for the student and the university to the university. Also we need to be discipline at work, not coming late or others and having good time management.

After all, this internship program is a valuable experience for me peronally. It won't be just a story of my cammpus life, but it is a stepping stone for me to go further in my career world.

## **CHAPTER V**

### **RECOMENDATION AND CONCLUSION**

#### **V.1 Recomendation**

I was pleased to be a part of PT SMART Tbk. in this company, i chose to be a part of Tax department. Even i'm majoring in auditing i still got many experiences and knowledge about the taxation that applied in the company itself. so far, the company has done nothing that disappoint me. But to be better, the company might want to give the internee training program, so the basically the internee know better what the job that should be done. And what the purpose about the job that given. It will very helpful for the intern who involves in the fieldwork.

For President University, I think internship program is a good program to offer, I would like to suggest for ICC, i think ICC might want to hire more staffs to serve and can be more following up the students. beacause some of stuents did not received any email or information from ICC during the internship so if ICC can personally follow up with the student, the information that the students need to know will be delivered clearly.

#### **V.2 Conclusion**

The internship program is good program for the students in President University. because i rarely find that the university require the students to internship. This program made to bring the students experiencing actual work activities. Through internship program students can get deeper understanding about knowledge that they have got in the classroom by implementing into the work assignment. Thus, the student will understand both the theory and real practice.it will be more easier if we study by real practice. One of the reasons is by doing the practice we have done an actual work not just text book understanding with our own perception. The other is in

some case between the theory and the practice there are differences. The theory contain with the ideal knowledge that in some condition it does not match with the real condition appear in the fieldwork.

And also this internship program preparing all the student before they graduate and enter the field work. That is extra credit if we graduate and already have job experience, it can give extra point for the company.