

## **APPRENTICESHIP REPORT AT CV.AFTA SURYA KENCANA**

I have done my apprenticeship at CV. AFTA SURYA KENCANA at Jalan Panyawungan no 8 Cileunyi. I choose this company as my apprenticeship place because I want to learn new things, for instance making a glass. The important thing that I expect is to get relationship with business people. I work as a marketing staff at CV. AFTA SURYA KENCANA.

CV. AFTA SURYA KENCANA which was built in 2004 in Cileunyi is one of the branches of PT. TENSINDO Float Glass, PT. TENSINDO Float Glass itself was built in 2002 in Semarang and the first branch company was built in 2003 in Yogyakarta. Each company has General Manager, Outdoor Manager, Manager of Product, Financial Manager, Marketing Manager, Sales Manager, and Chief of Warehouse and Staff. Every department has to build a good teamwork and communication with each other. The company orders the products and sells them in several cities in Indonesia, such as Bandung, Tasikmalaya, Sumedang, Cirebon, Sukabumi, Pekanbaru, and Jakarta. The company also exports the products to South Africa, Serbia, Cambodia and the Philippines.

CV. AFTA SURYA KENCANA has requirements for the employee as follows: minimum D- Three graduates of all subjects, familiar with Microsoft Office, male or female maximum 25 years old, neatly dressed, good skilled in written and oral English, and communicative.

The first time I did my apprenticeship at CV. AFTA SURYA KENCANA, I had difficulties to adapt myself with the tasks given. However, I learned to cope with my routines. I work on Monday until Friday, starting from 08.00 – 16.00, On Saturday I start at 08.00 until 15.00. I have a break time from 12.00 until 13.00.

My routine schedule is as follows:

Day	Time
Monday	08.00 – 16.00
Tuesday	08.00 – 16.00
Wednesday	08.00 – 16.00
Thursday	08.00 – 16.00
Friday	08.00 – 16.00
Saturday	08.00 – 15.00

The routine activities I do everyday are filling in the attendance list, checking emails and following them up, checking notes for selling and receiving orders, checking stocks available in the warehouse, and calling the buyers. In following emails up, I read the emails then I translate them for the supervisor, after that I reply the emails based on the supervisor's comments.

During the apprenticeship, I apply the four English skills, namely writing, listening, speaking, and reading. Listening and speaking are used when I have communication with foreigners. Reading is used when I read e-mails from abroad and writing is used when I write e-mails.

When I do my apprenticeship, I learn how to understand customers who have different cultures and I get the education of understanding people in Cross Cultural Understanding class. Also during my apprenticeship, I find that translation, vocabulary, grammar, reading and writing subjects given in D- Three Programme for English are very useful. It is true that in translating English sometimes I have to consult a dictionary because of my limited vocabulary. However, the vocabulary classes that I have got in the university have helped me to understand new vocabularies that I have not known before. I apply grammar when I speak with someone or write an e-mail in English.

After completing my apprenticeship at CV. AFTA SURYA KENCANA, I realize that I have some strengths, which are making sentences with good structure, write e-mails, and feeling more confident to speak English with customers.

Nevertheless, I feel that I also have a weakness to improve, that is my vocabulary, because I have a bad memory to memorize English words that are seldom used, therefore, I have to improve my vocabulary. Another weakness is my difficulty to adapt with the job's environment in the early days of doing apprenticeship.

I have a suggestion for CV.AFTA SURYA KENCANA to improve cooperation, teamwork and communication between managers and staff. I also suggest the company to provide training for a new employee. There is also a suggestion for the D- Three Programme for English to expand the network with other big companies. On top of that, I also want to thank the D- Three English Programme that holds this apprenticeship programme to enable students of this programme to learn and get a new experience.

