

My reason in choosing P.T. WISMA KAMASINDO NIAGATAMA as my apprentice place is because the company deals with importing textile machinery, so i can apply my English skill that i have got in doing the apprenticeship.

In this apprentice report, i want to give a brief description of P.T. WISMA KAMASINDO NIAGATAMA. The company was built in 1999, it imports textile machinery from Germany and it has a branch office in Jakarta.

In order to do the apprenticeship in this company, i must fulfill some requirements such as:

1. having ability to speak English fluently.
2. having a nice look and personality.
3. having a good negotiating skill.

During his apprenticeship, my position is an import marketing staff and my tasks are:

- ordering supply.
- receiving order of machinery and spare parts from customer.
- checking order confirmation from the supplier.
- cross-checking with the accounting division.
- checking the items that have been delivered.

While doing my apprenticeship, I have to do some routines.

The routines are:

1. receiving incoming data (e-mails, faxes, telephone calls).
2. translating the data written in English into Indonesian.
3. receiving data from the Trading Department.
4. transferring data to other divisions.
5. inputing all the data into the computer, so it can be checked when needed.
6. sending faxes or e-mails to customer or supplier.
7. helping the supervisor to supply accurate and fast data.

Among the daily routines, the most dominating routines are receiving and transferring data to the other division.

In completing my tasks, i use the four skills of English, they are:

- ❖ speaking: I am demanded to speak English well and actively while serving the customer or the supplier.
- ❖ listening: I must listen carefully to what the customer or supplier say, so misunderstanding can be avoided.
- ❖ writing: I must be able to write the information i gets from faxes and emails in English properly.
- ❖ reading: I should be able to read information written in English.

The Strengths

The strengths that i have while doing the apprenticeship are:

- easy to cooperate
- can build a good relationship with other staff within the company.
- can use English properly. (oral and writing)
- can supply the information properly in English and Indonesian.

The Weaknesses

The weaknesses that i have while doing the apprenticeship are:

- less discipline in time. This is caused by the college schedule which happens to be at the same time with the apprenticeship schedule.
- feel bored easily if there is no work to do.

After having done the apprenticeship at P.T. WISMA KAMASINDO NIAGATAMA, i find a lot of improvement in my knowledge about business. i find some benefits such as, i have learned how to develop data and how to handle customer. This apprenticeship also helps me develop my English skill. Furthermore, i have gained more knowledge in textile machine technology and can appreciate time more.

After having done the apprenticeship, i would like to give some suggestion to P.T. WISMA KAMASINDO NIAGATAMA and the D3 English Programme.

I suggests that P.T. WISMA KAMASINDO NIAGATAMA must develop their relationship with other textile companies. It must promote itself and introduce its products more, so that it will gain more costumers.

In this occasion, i also wants to give some suggestion to D3 English Programme. In my opinion the D3 English Programme must develop their relationship with more companies, so that students will have more places to do their apprenticeship. The lecturers should also improve the teaching methods in order to produce better quality graduates.