

# **APPRENTICESHIP REPORT AT**

## **PD. LESTARI MECHANICAL JAYA**

PD. Lestari Mechanical Jaya is one of the companies that provide many kinds of spare-parts for factory machines and most of them are textile factories. There are several reasons why I choose this company to do my apprenticeship.

First of all, PD. Lestari Mechanical Jaya is well known in this business. This company has cooperated with many others, either local or foreign companies, that is why foreign languages are needed for employees to do their work, especially English.

Second, I also choose this company, because I have the opportunity to do my apprenticeship in follow up team, which is demand the ability to speak in English. I am told to have the capability of speaking English language, because there are many customers who are from China, Taiwan, and also other countries, so I think this company is suitable for me to do my apprenticeship.

Third, I want to get some experience in a real business and also to improve my capability of English language that I got from DIII-English program in Maranatha Christian University.

PD. Lestari Mechanical Jaya is a company that is active in carbon design and also provides the spare-parts for machines especially the dyeing one which is used in textile factories, such as *Rotari Join*, *Brugmann*, *Thes*, *Tong-wu*, and many others. PD. Lestari Mechanical Jaya is located at komplek Mekar Wangi Jl. Mekar Murni No.10, Bandung.

PD. Lestari Mechanical Jaya was built in 2003. But in the middle of 2004, the name PD. Lestari Mechanical Jaya was changed into CV. Tjin Bho. The owner hoped it would be a bigger company and easier to be organized, but the name of PD. Lestari Mechanical Jaya is still used for a certain time in order that the customers will not get confused.

In 2006, CV. Tjin Bho moved from Bandung to Jakarta and they opened PD. Lestari Mechanical Jaya again in Bandung, because the name was well known in the city and also some others in West Java. Now these two companies put two directors who are brothers for each company; one is in PD. Lestari Mechanical Jaya in Bandung and the other one in CV. Tjin Bho in Jakarta. These two companies have a close relationship. They are cooperating with each other in the production part, because now PD. Lestari Mechanical Jaya has fewer mechanics to fulfill a lot of orders that come from customers who order many products.

There are some prerequisites to work as an employee in PD. Lestari Mechanical Jaya, but the prerequisites for follow up position is different, and these are prerequisite for a follow up position; first of all, the employees must have the ability to operate Microsoft office especially Microsoft word. Second is active and communicative, which mean that the employees must be able to communicate with customers in order to follow up the company. Third, the ability in English Language and also have experience in business. I thought that I will not be allowed to do my apprenticeship in this company because the requirement about the experiences of the employees in business, but on the other hand, I do not have experiences in this business at all, but I was allowed to work there because I only did my apprenticeship.

During my apprenticeship in this company as a member of the follow up team, there were some routines that I did during I worked in this company. Firstly, I had to phone the customers to follow up and got the information about their needs. Second, I also had to offer the products. Third, I had to make report of the orders. Fourth, I made some letters or fax. And I was also told to check the amount of the material stock although that was not the part

of my duty, but I was told to do the job, maybe because I was a beginner. From the routines that I did, the most dominant job is making letters or fax.

When I worked in this company, I discovered some difficulties, and the first one was when I told to contact and get some new customers. To tell the truth, during I worked in this company, I never contacted one of the new customers because it was very hard and I did not know how to begin the conversation if I contacted them. And the second difficulty is when I worked in the first week. I did not know what I had to do because I was a beginner and I also had no experiences about this business, so I asked my supervisor and also the other employees who were my seniors to give me direction about the job that I had to do. I also found another problem when I worked, and it was about communication, I was nervous when I called a foreign customer because I had to talk in English. I also had lack of communication in the office. I rarely talked to other employees, not because we were busy, but because I did not know them. After the first week I worked, I began to talk to the other employees and it was helpful for me to avoid feeling boredom in the office.

When I worked as a member of the follow up team, there are three English skills that I had to use like; *Speaking, Listening, Writing*. Speaking and listening were useful for my position because I had to make phone calls to the customers and spoke in English language.

There are some materials from the English class at DIII- English program that I follow, and it is helpful for me during the apprenticeship at PD. Lestari Mechanical Jaya. First of all, the speaking class, especially the business conversation materials. So I know how to make a good conversation in a polite language. Listening material is also an important English skill that I have to use during the apprenticeship, because it is important to understand what our customers talk about, so we can respond accurately. These two subjects are very important, and they support my job at the company.

Writing also supports me during the apprenticeship at this company, because I have to make some offers by using letters. The most important writing skill is the material of the *Practical Writing class*. In the class, I learn how to make a business letter, and I think it is very helpful for me during the work.

After I finished my apprenticeship program at PD. Lestari Mechanical Jaya, I know my strengths and weaknesses about my personality and skills in English language according to my supervisor's evaluation. My strengths is that I can cooperate in team work, discipline, integrity, ability to work on time, good behavior/attitude, and also English skills (*Speaking, Listening, Writing*). My weaknesses are; lacking of communication in the office, unable to adapt in the office for a short time and also hard to begin working by myself without order.

After doing the apprenticeship program in this company, I can conclude that this program is very useful for me, because I gain some experiences in this business. I also can improve my English skills especially in *speaking, listening, and writing*. The job that I have in that company is very important and interesting.

My suggestion for the institute is I hope that the company can change their workshop, because the room is too narrow and not comfortable. And my suggestion for university is to provide more information job for students to do the apprenticeship in business.