

The Apprenticeship Report at C.V. Fortuna Shoes

C.V (Commanditaire vennootschap) Fortuna Shoes is a company that has specialty in making shoes and sandals. This company is located at Sriwijaya Street no.3/IB, and was established in early 1965 by Mr. Dede Chandra. At that moment, the company was a home industry, but now it develops into an export – import company. The material used is leather which is imported from America and Italy. Until now the company still exports its products to many countries, such as Nederland, England, German, Italy, Japan, and Singapore. This company has about 385 employees consisting of 300 staffs and 85 non-staffs. The reason why I choose this C.V. is because it has a wide aspect that relates to export – import activities, so I can develop my ability in English language there.

During the apprenticeship period, I work as a purchasing assistant manager. I work everyday from Monday until Friday. Below is the table of my schedule during the apprenticeship period:

DAY	WORK HOURS
MONDAY	08.00 – 17.00
TUESDAY	08.00 – 17.00
WEDNESDAY	08.00 – 17.00
THURSDAY	08.00 – 17.00
FRIDAY	08.00 – 17.00

As a purchasing assistant manager, I must be good at speaking English. Other requirements that have to be fulfilled are:

- Be able to use computer
- Be able to cooperate with the others
- Discipline
- Be honest
- Be diligent
- Friendly

In the first two days, my supervisor gives me a chance to make me accustom to the new environment. My supervisor invites me to look around the factory, tells where my desk is, introduces me to the whole staff and gives explanation about shoes and sandals production process. I learn, step by step, on how shoes or sandals are made, such as making the patterns then cutting the leathers exactly as the patterns. After that it has to be sewed, stuck to the sole, The final procedure, is to add necessary variation and polish them.

After I know the situation of the factory, I start my daily routine jobs. The jobs that I must do are handling the phone from supplier, accompanying my supervisor if there is a supplier comes, and extending the complaint from the Warehouse Department. The most dominating task from the above routine activities is handling the telephone call from a supplier who asks about stock of the basic material. I find difficult at first because I do not have experience in this field, but after a while I can adapt with the situation.

During the apprenticeship period, I use the four Basic skills of English, namely listening, speaking, reading and writing. However, I use the speaking skill more often. The skill, which I thought, helps me during the apprenticeship is

speaking, such as how to handle telephone call from an abroad supplier. I usually speak English with the person when he wants to deliver the goods. Reading comprehension is used when I have to read fax or email from customers. Listening comprehension is very useful to make me understand the meaning of the conversation. For example, when the supplier meets directly or makes a phone call, I have to be able to understand it quickly. If I can not do that, then it is possible that I will make a mistake about shipment date, the types or the price of the goods. All of these activities help me to practice my English skills.

My strengths based on my supervisor's evaluation are in speaking and listening aspects because I can easily catch the meaning of the words from the supplier and give right response. However, my weakness is in vocabulary because sometimes I cannot find the right words to be used in a conversation with the supplier. Also, I feel nervous and less confident if I have to meet the foreign supplier directly.

For me, this apprenticeship program is very useful to add my knowledge and experience in business field. Through this program, I can use my knowledge such as speaking, listening, reading and writing that I get when I study at Maranatha and I can be more discipline.

My suggestions for C.V. Fortuna Shoes are to do a periodic survey to customers in order to observe the market and customers condition, to control and keep the quality of the good by sorting it more thoroughly, I also hope the owner can give more concern to employee prosperity. Also, my suggestion for D-III English program is to give more knowledge about business and to hold some briefings on how to write a report so the apprenticeship participants do not feel confused when she or he has to make the apprenticeship report.