

Apprenticeship Report at CV. Afta Suryakencana

I have done my apprenticeship at CV. Afta Suryakencana at Jl. Panyawungan 8, Cileunyi, Bandung. The reason I choose CV. Afta Suryakencana as the place for my apprenticeship is because I am interested in trading business. This company has international trading distribution products, therefore I could learn more about export and import. As a matter of fact, this company needs young and productive human resources to develop their company.

CV. Afta Suryakencana is the distributor of PT. Tensindo Float Glass that produces many kinds of glass for building. CV. Afta Suryakencana was built in 2004, and they distribute the glass products all over Indonesia and around East Europe. In Indonesia, CV. Afta Suryakencana focuses on selling their products to the material building stores and becoming a supplier for companies that have building projects.

My position at CV. Afta Suryakencana is a marketing staff. Requirements needed for this position are minimum D3 graduates fields of study, male or female maximum 25 years old, must be an expert in using Microsoft program such as: Microsoft Word, Microsoft Excel, Microsoft Outlook Express, and have a good skill both in written and oral English. Workers who are experienced in marketing strategies will get a bigger chance to join this company. And the last requirement is the person must be communicative.

I did my apprenticeship from December 2006 until January 2007. There is a fixed schedule that I have to follow while working in this company. The apprenticeship schedule is from Monday to Friday, starting at 8 a.m. until 4 p.m. and on Saturday, the schedule starts at 8 a.m. until 3 p.m. I have a one-hour break every day from 12 to 1 p.m.

Day	Time
Monday – Friday	08.00 – 12.00 12.00 – 13.00 (Break) 13.00 – 16.00
Saturday	08.00 – 12.00 12.00 – 13.00 (Break) 13.00 – 15.00

Everyday I have to fill in the attendance list and finish my daily tasks that are given. One of my routine activities during the apprenticeship is to check the incoming e-mails. The e-mail can be in the form of purchase orders or reply letters from buyers. There are two kinds of buyers; those from Indonesia and from abroad. The e-mails from foreigners are usually in English language; whereas, e-mails from Indonesian companies are in Indonesian. I have to translate e-mails from the companies abroad. If the e-mails are in Indonesian, I just give them to my manager. To complete all the tasks, I use devices such as computer, internet, fax machine and telephone.

I have used four English skills while working in this company. The first is writing skill. I use this skill when I reply e-mails from foreigners. The second one is reading skill. This skill is used when I receive e-mails from abroad and I have to translate it. The last is both speaking and listening skills, which are used when I have to negotiate with buyers via telephone. I also use those skills when the company had a guest from the Philippines. During his visit, I became a business tour guide for the guest.

After having done the apprenticeship programme, I realize there are some English skills that become my strengths. I have good conversation skill and it is proven when I have a conversation with buyers via telephone, and also when I become a business tour guide for the guest from the Philippines. My translation skill also helps me in doing my tasks that are mostly translating e-mails from foreigner buyers. Unfortunately, I still have a weakness in doing my tasks. The weakness is my grammatical skill; as I do many mistakes when making purchase orders.

After finishing my apprenticeship programme, I realize there are useful English skills that I have learned in the Diploma-Three Programme for English that become beneficial in carrying out my tasks. My knowledge in translation is used when I translate e-mails; while speaking skill gained in Conversation classes is used to negotiate with buyers. The last, writing skill, is used either when I make a purchase order or reply an e-mail. Becoming a marketing staff during my apprenticeship, I find many precious experiences. I become more punctual, because in a real job, being on time is a must. It is a part of responsibility.

Upon the completion of my apprenticeship, I also have feedback for CV. Afta Suryakencana that the company should provide a special department for new workers which functions to train the new workers before they are put in real position. The department will make all the new workers more confident to perform their job. For the Diploma-Three Programme for English, keeping this apprenticeship program as a primary subject is good, because this apprenticeship will give the students valuable experiences in the business world.