

Name:	Widyasari Nisa Atmojo				
Student Registrati	111001028				
Study Program:	Management				
Internship Faculty	Ananda Fortunisa, SE, M.Si				
Office Hours:	07.30 a.m. - 04.30 p.m. (during fasting month of Ramadan)				
Day	Date	Attendance	Description	Task	Be Responsible to
Tuesday	1-Jul-2014	Present		Introduction to the environment as well as the staff	Michal Wasserbauer
				Learn about web content of Cekindo's sectors, including consumer goods, defense&security, engineering&technology, healthcare, energy&environment, and others	Petr Stejskal
Wednesday	2-Jul-2014	Present		Determine the deadline for every sector	Petr Stejskal
				Determine the structure and layout of new web content	Petr Stejskal
				Gather data about subsector under consumer goods, including cosmetics, handicrafts, and stationery	Petr Stejskal
Thursday	3-Jul-2014	Present		Update the data for subsectors: food, automation, and building&construction	Petr Stejskal
				Review	Petr Stejskal
Friday	4-Jul-2014	Present		Make some revision in consumer goods and engineering&technology sectors	Petr Stejskal
				Collect data and analyze for improvement of information technology and heavy industry (subsectors of Engineering&Technology)	Petr Stejskal
Monday	7-Jul-2014	Present		Upgrade information about pharmaceuticals, medical equipments, and food supplements (Health Care)	Petr Stejskal
Tuesday	8-Jul-2014	Present		Find information then analyze about water treatment and waste management in Indonesia	Petr Stejskal
				Gather data related to renewable energy	Petr Stejskal
				Review	Petr Stejskal
Wednesday	9-Jul-2014	National Holiday	Presidential Election		
Thursday	10-Jul-2014	Present		Do revision for engineering&technology sector	Petr Stejskal
				Gather data about investment prospect for oil and gas in the country	Petr Stejskal
Friday	11-Jul-2014	Present		Review	Petr Stejskal
				Do revision for energy&environment sector	Petr Stejskal
Monday	14-Jul-2014	Present		Find some facts about amunition industry in Indonesia	Petr Stejskal
				Make a contact list of potential partners (bottled water companies) for Isoline in Indonesia	Petr Stejskal

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Tuesday	15-Jul-2014	Present		Collect data related to aerospace industry in Indonesia	Petr Stejskal
Wednesday	16-Jul-2014	Present		Seek data and news about safety&security in indonesia	Petr Stejskal
				Review oleh Petr Stejskal	Petr Stejskal
Thursday	17-Jul-2014	Present		Perform improvement in banking, education, and mining sector	Petr Stejskal
				Review	Petr Stejskal
Friday	18-Jul-2014	Present		Analyze investment prospect in Indonesia	Petr Stejskal
				Cekindo's website final review, all sectors is done	Petr Stejskal
Monday	21-Jul-2014	Present		Make presentation about product registration in Indonesia performed by Cekindo	Petr Stejskal
				Gather all pictures that used in draft of website content under sectors (jpeg format)	Petr Stejskal
Tuesday	22-Jul-2014	Present		Take a look and examine some articles on Act No. 4/1996 (Land Security/Mortgage Act) in bahasa	Petr Stejskal
				Check website Cekindo via online, including consumer goods, engineering&technology, energy&enviroment, defense&security, and healthcare, also make sure everything looks nice	Petr Stejskal
Wednesday	23-Jul-2014	Present		Website sectors final check	Petr Stejskal
				Make presentation about visa&work permit registered by Cekindo	Petr Stejskal
Thursday	24-Jul-2014	Vacation	Eid Al-Fitr		
Friday	25-Jul-2014	Vacation	Eid Al-Fitr		
Monday	28-Jul-2014	National Holiday	Eid Al-Fitr		
Tuesday	29-Jul-2014	National Holiday	Eid Al-Fitr		
Wednesday	30-Jul-2014	Massive Leave	Eid Al-Fitr		
Thursday	31-Jul-2014	Massive Leave	Eid Al-Fitr		

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Internship Faculty Supervisor	Ananda Fortunisa, SE, M.Si				
Office Hours:	08.00 a.m. - 05.00 p.m.				
Day	Date	Attendance	Description	Task	Be Responsible to
Friday	1-Aug-2014	Massive Leave	Eid Al-Fitr		
Monday	4-Aug-2014	Vacation	Traffic jam in Pantai Utara Jawa		
Tuesday	5-Aug-2014	Present		Seek potential partners (drinking water producers) for Isoline around Central Java and check their phone numbers and website	Hasan Nuddin
Wednesday	6-Aug-2014	Present		Seek potential partners (drinking water producers) for Isoline around Jakarta and check their phone numbers and website	Hasan Nuddin
				Prepare and make picture for visa & work permit presentation	Petr Stejskal
Thursday	7-Aug-2014	Present		Seek potential partners (drinking water producers) for Isoline around West Java and check their phone numbers and website	Hasan Nuddin
Friday	8-Aug-2014	Present		Seek potential partners (drinking water producers) located in Java for Isoline and check their phone numbers and website	Hasan Nuddin
				Call one of potential partners for making sure they had already received the introductory business email	Hasan Nuddin
Monday	11-Aug-201	Present		Learn about product knowledge about Guergi Cover Foundatin	Nurmia Dwi Agustina
				Compose template and make draft for order reply email	Nurmia Dwi Agustina
				Send and reply all mails subjected to info@beautynhealth.co.id	Nurmia Dwi Agustina
Tuesday	12-Aug-201	Present		Make an overview about Guergi Indonesia online presence	Nurmia Dwi Agustina
				Reply all messages on social media posts and blogs	Nurmia Dwi Agustina
				Promote via twitter of @GuergiID	Nurmia Dwi Agustina
				Research how other cosmetics being promoted	Nurmia Dwi Agustina

Wednesday	13-Aug-201	Present		Prepare and make poster and leaflet of Guergi for the fair	Michal Wasserbauer
				Make free ads for Guergi in some e-commerce websites in Indonesia (Lazada and OLX)	Nurmia Dwi Agustina
Thursday	14-Aug-201	Present		Analyze about consignment offering from BEAUTYTREATS Indonesia for selling Guergi in its e-commerce website	Michal Wasserbauer
				Seek marketing partners for Guergi like beauty blogger and OL shop	Michal Wasserbauer
				Seek some oil distributors in Bali then call to find thei	Nurmia Dwi Agustina
				Search and sign up to some free job posting site	Nurmia Dwi Agustina
Friday	15-Aug-201	Present		Make a bilingual consignment agreement for future cooperation of beautynhealth.co.id	Michal Wasserbauer
				Upload materials for Guergi in Cekindo's drive	Petr Stejskal
				Make analysis and review about beauty bloggers in Indonesia	Michal Wasserbauer
Monday	18-Aug-201	Present		Make online database about beauty bloggers and OL shops	Michal Wasserbauer
				Send endorsement offer by email to several beauty bloggers	Nurmia Dwi Agustina
				Find oil distributors and their sales contact person in Surabaya	Nurmia Dwi Agustina
Tuesday	19-Aug-201	Present		Online job posting (Lube Sales Manager and Lube Engineer) for TAT Petroleum (HK) Pte Ltd	Nurmia Dwi Agustina
				Seek several potential OL shops and salons for selling Guergi	Nurmia Dwi Agustina
				Find the terms and conditions for signing up in Elevelia as seller	Nurmia Dwi Agustina
Wednesday	20-Aug-201	Present		Call Hernes and Andri, ask them if they want to send CV for Lube Sale Manager for Mobil	Nurmia Dwi Agustina
				Preparing the documents required for signing in Elevelia	Nurmia Dwi Agustina
				Online job posting (Lube Sales Manager and Lube Engineer) for TAT Petroleum (HK) Pte Ltd	Nurmia Dwi Agustina
Thursday	21-Aug-201	Vacation	Meet Mrs. Ananda to discuss about internship report		
Friday	22-Aug-201	Present		Search potential candidates for Lube Sales Manager and Sales Rep. from linkedin	Nurmia Dwi Agustina
Monday	25-Aug-201	Present		Translate the draft of sales contract for e-shops in Bahasa	Michal Wasserbauer
				Approach some regional sales mgr to be recruited to TAT	Nurmia Dwi Agustina

Tuesday	26-Aug-201	Present	Continue to translate the draft of sales contract for e-shops in Bahasa	Michal Wasserbauer
			Review CVs and contacting them if there is something missing	Nurmia Dwi Agustina
			Call Saraswanti for collecting information about food supplement testing	Nurmia Dwi Agustina
			Posting jobs for Sales Representative, Customer Service Officer, Marketing Officer, Account Officer in lokerbali.com	Nurmia Dwi Agustina
			Call Mr. Erwin to offer about Sales Mgr vacancy	Nurmia Dwi Agustina
Wednesday	27-Aug-201	Present	Posting 6 job vacancies for Cekindo in some webs	Michal Wasserbauer
			Send isoline sample to some BDW companies	Hasan Nuddin
			Continue to seek potential candidates for TAT Petroleum	Nurmia Dwi Agustina
Thursday	28-Aug-201	Present	Continue to seek potential candidates for TAT Petroleum	Nurmia Dwi Agustina
			Send isoline sample to some BDW companies	Hasan Nuddin
			Gather embassies' contact in Indonesia	Petr Stejskal
			Contact some beautynhealth's subscribers to offer Guergi via sms	Nurmia Dwi Agustina
			Ask testimony to Guergi buyer via sms	Nurmia Dwi Agustina
Friday	29-Aug-201	Present	Contact some ambassies in Jakarta to conduct potential cooperation and synergy with them	Petr Stejskal
			Sent company profile to Afghanistan embassy	Petr Stejskal
			Call candidates for TAT to confirm that the are willing to move and stay in Bali	Nurmia Dwi Agustina
			Call isoline potential partner to confirm that they already received ISOLine sample	Hasan Nuddin

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Day	Date	Attendance	Description	Task	Be Responsible to
Monday	1-Sep-2014	Present		Find candidates for Matrix Indo Global: 1. Sr. Account Payable - Staff 2. Jr. Merchandiser - Staff 3. Fashion Designer 4. Merchandising Manager	Nurmia Dwi Agustina
Tuesday	2-Sep-2014	Present		Send product sample ISOline	Michal Wasserbauer
				Find candidates for Matrix Indo Global: 1. Sr. Account Payable - Staff 2. Jr. Merchandiser - Staff 3. Fashion Designer 4. Merchandising Manager	Nurmia Dwi Agustina
Wednesday	3-Sep-2014	Present		Find candidates for beautyNhealth.co.id project manager	Michal Wasserbauer
				Make list of e-shop in Indonesia then approach them to be Guergi's distributors	Nurmia Dwi Agustina
				Make the draft of email for partnership with e-shop	Nurmia Dwi Agustina
Thursday	4-Sep-2014	Present		Approach e-shops for Guergi partnership, email them and register to some e-shop	Nurmia Dwi Agustina
Friday	5-Sep-2014	Present		Approach e-shops for Guergi partnership, email them and register to some e-shop	Nurmia Dwi Agustina
				Follow up ISOline to Mrs. Yotie, Lia and Selvi	Hasan Nuddin
Monday	8-Sep-2014	Present		Gather data about potential partner for beautynhealth.co.id	Michal Wasserbauer
				Prospecting Best Buy World Indonesia	Michal Wasserbauer
Tuesday	9-Sep-2014	Present		Gather data about potential partner for beautynhealth.co.id	Michal Wasserbauer
				Follow up ISOline to Mrs. Yotie, Lia and Selvi	Hasan Nuddin

Lampiran 2: Absensi dan Jurnal Harian Magang

Wednesday	10-Sep-2014	Present	Gather data about potential partner for beautynhealth.co.id	Michal Wasserbauer
			Meeting with Ibu Mako and Ibu Martina from Odioli	Michal Wasserbauer
Thursday	11-Sep-2014	Present	Translate TECZYMES	Nurmia Dwi Agustina
			Job posting (4 vacans) for Matrix	Nurmia Dwi Agustina
			Follow up ISOLine to Mrs. Selvi	Hasan Nuddin
Friday	12-Sep-2014	Present	Gather data about potential partner for beautynhealth.co.id	Michal Wasserbauer
			Translate TECZYMES	Nurmia Dwi Agustina
Monday	15-Sep-2014	Present	Translate TECZYMES	Nurmia Dwi Agustina
			Gather data about potential partner for beautynhealth.co.id	Michal Wasserbauer
			Call Lazada ask about required number of items	Michal Wasserbauer
Tuesday	16-Sep-2014	Present	Gather data about potential partner for beautynhealth.co.id	Michal Wasserbauer
			Approach some beauty bloggers for recruitment as PM of beautynhealth.co.id	Michal Wasserbauer
Wednesday	17-Sep-2014	Present	Approach some beauty bloggers for recruitment as PM of beautynhealth.co.id	Michal Wasserbauer
			Ask about procedure to be reseller at some cosmetic distributors	Michal Wasserbauer
			Contact to Pak Erwin, Harry, Gading to arrange phone interview with TAT	Michal Wasserbauer
Thursday	18-Sep-2014	Present	Ask about procedure to be reseller at some cosmetic distributors	Michal Wasserbauer
			Make proposal of beautynhealth.co.id	Michal Wasserbauer
Friday	19-Sep-2014	Present	Make proposal of beautynhealth.co.id	Michal Wasserbauer
			Approach some beauty bloggers for recruitment as PM of beautynhealth.co.id	Michal Wasserbauer
Monday	22-Sep-2014	Present	Meeting with Bapak Fadil from Naris	Michal Wasserbauer
			Call cosmetic distributor to find its PIC	Michal Wasserbauer
			Sent proposal of Beauty & Health	Michal Wasserbauer
Tuesday	23-Sep-2014	Present	Call cosmetic distributor to find its PIC	Michal Wasserbauer
			Sent proposal of Beauty & Health	Michal Wasserbauer
Wednesday	24-Sep-2014	Present	Call cosmetic distributor to find its PIC	Michal Wasserbauer
			Sent proposal of Beauty & Health	Michal Wasserbauer

Lampiran 2: Absensi dan Jurnal Harian Magang

				Meeting with VanityTrove	Michal Wasserbauer
				Meeting with Sekarguna Medika	Michal Wasserbauer
Thursday	25-Sep-2014	Present		Meeting with Bapak Bahrum from Galderma	Michal Wasserbauer
				Call cosmetic distributor to find its PIC	Michal Wasserbauer
				Contact to Pak Erwin, Harry, Gading to ask about the interview	Nurmia Dwi Agustina
Friday	26-Sep-2014	Present		Call cosmetic distributor to find its PIC	Michal Wasserbauer
				Sent proposal of Beauty & Health	Michal Wasserbauer
Monday	29-Sep-2014	Present		Sent proposal of Beauty & Health	Michal Wasserbauer
				Follow up to beauty bloggers for Guergi review	Michal Wasserbauer
Tuesday	30-Sep-2014	Present		Follow up to Odioli	Michal Wasserbauer
				Make a comprehensive list of activities that need to give hand over such as passwords of Guergi social network and job recruitment websites of Cekindo	Michal Wasserbauer
					Praktisi Pembimbing Magan
					Michal Wasserbauer