

DAILY ACTIVITIES

Name : SERVIANA
 Student Number : 2021020002
 Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	13/01/2025		Meeting, checking invoice, customer service, checking & scanning employment contract.		
2.	Tuesday	14/01/2025		Checking invoice, customer service, checking email, ask the customer for PO.		
3.	Wednesday	15/01/2025		Checking email, customers service by office phone, checking Invoice, ask PO, Scanning document for archive.		
4.	Thursday	16/01/2025		Checking email, make a Quotation & email to customer, checking invoice, customer service.		
5.	Friday	17/01/2025		Checking Invoice, scanning document for archive, make a letter to customer, customer service by email.		



DAILY ACTIVITIES

Name : SERVIANA

Student Number : 2021020002

Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	20/01/2025		Ask sand and granit stock, checking invoice, customer service.		
2.	Tuesday	21/01/2025		Checking email, customers service by office phone, checking Invoice, ask PO, Scanning document for archive.		
3.	Wednesday	22/01/2025		Checking invoice, make a Quotation for customer, checking email, ask the customer for PO.		
4.	Thursday	23/01/2025		Checking Invoice, scanning document for archive, make a letter for customer, customer service by email.		
5.	Friday	24/01/2025		Checking email, make a Quotation & email to customer, checking invoice, customer service.		



DAILY ACTIVITIES

Name : SERVIANA

Student Number : 2021020002

Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday-Friday	27/01/2025-31/01/2025		Isra Mi'raj & Chinese New Year Holiday	 A blue ink signature, possibly reading 'A. King'.	

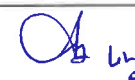
DAILY ACTIVITIES

Name : SERVIANA
 Student Number : 2021020002
 Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	03/02/2025		Checking invoice, customer service, checking & scanning employment contract.		
2.	Tuesday	04/02/2025		Checking invoice, scanning employment contract., checking email, ask the customer for PO.		
3.	Wednesday	05/02/2025		Checking email, customers service by office phone, checking Invoice, ask PO, Scanning document for archive.		
4.	Thursday	06/02/2025		Checking email, make a Quotation & email to customer, checking invoice, customer service.		
5.	Friday	07/02/2025		Checking Invoice, scanning document for archive, make a letter to customer, customer service by email.		

DAILY ACTIVITIES

Name : SERVIANA /
Student Number : 2021020002
Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	10/02/2025		Ask sand and granit stock, checking invoice, customer service. Meeting		
2.	Tuesday	11/02/2025		Checking email, customers service by office phone, checking Invoice, ask PO, Scanning document for archive.		
3.	Wednesday	12/02/2025		Checking invoice, make a Quotation for customer, checking email, ask the customer for PO.		
4.	Thursday	13/02/2025		Checking Invoice, scanning document for archive, make a letter for customer, customer service by email.		
5.	Friday	14/02/2025		Checking email, make a Quotation & email to customer, checking invoice, customer service.		

DAILY ACTIVITIES

Name : SERVIANA

Student Number : 2021020002

Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	17/02/2025		Ask sand and granit stock, checking invoice, customer service.		
2.	Tuesday	18/02/2025		Report to the Manager and support decision-making with accurate administrative data. Follow up with customers to request Purchase Orders (PO).		
3.	Wednesday	19/02/2025		Assist in managing daily administrative operations, including invoice checking and document handling.		
4.	Thursday	20/02/2025		Provide customer service support through office phone and email communication.		
5.	Friday	21/02/2025		Maintain proper documentation and filing of company records. Review and verify customer invoices for accuracy and completeness.		



DAILY ACTIVITIES

Name : SERVIANA
Student Number : 2021020002
Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	24/02/2025		Checking invoice, customer service, checking & scanning employment contract.		
2.	Tuesday	25/02/2025		Checking invoice, scanning employment contract., checking email, ask the customer for PO.		
3.	Wednesday	26/02/2025		Checking email, customers service by office phone, checking Invoice, ask PO, Scanning document for archive.		
4.	Thursday	27/02/2025		Checking email, make a Quotation & email to customer, checking invoice, customer service.		
5.	Friday	28/02/2025		Checking Invoice, scanning document for archive, make a letter to customer, customer service by email.		

DAILY ACTIVITIES

Name : SERVIANA
 Student Number : 2021020002
 Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	03/03/2025		Checking invoice, customer service, checking & scanning employment contract.		
2.	Tuesday	04/03/2025		Assist in managing daily administrative operations, including invoice checking and document handling.		
3.	Wednesday	05/03/2025		Provide customer service support through office phone and email communication.		
4.	Thursday	06/03/2025		Draft official letters and assist in customer correspondence. Ensure proper documentation and filing systems are maintained and updated regularly.		
5.	Friday	07/03/2025		Report to the Manager and support decision-making with accurate administrative data. Follow up with customers to request Purchase Orders (PO).		



DAILY ACTIVITIES

Name : SERVIANA
Student Number : 2021020002
Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	10/03/2025		Checking invoice, customer service, checking & scanning employment contract.	 liz	
2.	Tuesday	11/03/2025		Checking invoice, scanning employment contract, checking email, ask the customer for PO.	 liz	
3.	Wednesday	12/03/2025		Checking email, customers service by office phone, checking Invoice, ask PO, Scanning document for archive.	 liz	
4.	Thursday	13/03/2025		Checking email, make a Quotation & email to customer, checking invoice, customer service.	 liz	
5.	Friday	14/03/2025		Checking Invoice, scanning document for archive, make a letter to customer, customer service by email.	 liz	

DAILY ACTIVITIES

Name : SERVIANA
 Student Number : 2021020002
 Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	17/03/2025		Ask sand and granit stock, checking invoice, customer service.		
2.	Tuesday	18/03/2025		Checking email, customers service by office phone, checking Invoice, ask PO, Scanning document for archive.		
3.	Wednesday	19/03/2025		Checking invoice, make a Quotation for customer, checking email, ask the customer for PO.		
4.	Thursday	20/03/2025		Checking Invoice, scanning document for archive, make a letter for customer, customer service by email.		
5.	Friday	21/03/2025		Checking email, make a Quotation & email to customer, checking invoice, customer service.		



DAILY ACTIVITIES

Name : SERVIANA
 Student Number : 2021020002
 Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	24/03/2025		Assist in managing daily administrative operations, including invoice checking and document handling.		
2.	Tuesday	25/03/2025		Monitor and respond to business emails professionally and efficiently. Provide customer service support through office phone and email communication.		
3.	Wednesday	26/03/2025		Draft official letters and assist in customer correspondence. Ensure proper documentation and filing systems are maintained and updated regularly.		
4.	Thursday	27/03/2025		Report to the Manager and support decision-making with accurate administrative data. Follow up with customers to request Purchase Orders (PO).		
5.	Friday	28/03/2025		Off		



DAILY ACTIVITIES

Name : SERVIANA

Student Number : 2021020002

Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday-Friday	31/03/2025-04/04/2025		Eid al Fitr 1446 Hijri Holiday		

DAILY ACTIVITIES

Name : SERVIANA

Student Number : 2021020002

Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	07/04/2025		Create and send quotations to customers based on inquiries.		
2.	Tuesday	08/04/2025		Maintain proper documentation and filing of company records . Review and verify customer invoices for accuracy and completeness.		
3.	Wednesday	09/04/2025		Checking email, customers service by office phone, checking Invoice, ask PO, Scanning document for archive.		
4.	Thursday	10/04/2025		Checking email, make a Quotation & email to customer, checking invoice, customer service.		
5.	Friday	11/04/2025		Provide customer service support through office phone and email communication.		

DAILY ACTIVITIES

Name : SERVIANA
 Student Number : 2021020002
 Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	14/04/2025		Ask sand and granit stock, checking invoice, customer service.		
2.	Tuesday	15/04/2025		Monitor and respond to business emails professionally and efficiently. Provide customer service support through office phone and email communication.		
3.	Wednesday	16/04/2025		Assist in managing daily administrative operations, including invoice checking and document handling.		
4.	Thursday	17/04/2025		Report to the Manager and support decision-making with accurate administrative data. Follow up with customers to request Purchase Orders (PO).		
5.	Friday	18/04/2025		Good Friday		

DAILY ACTIVITIES

Name : SERVIANA
Student Number : 2021020002
Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	21/04/2025		Ask sand and granit stock, checking invoice, customer service.		
2.	Tuesday	22/04/2025		Report to the Manager and support decision-making with accurate administrative data. Follow up with customers to request Purchase Orders (PO).		
3.	Wednesday	23/04/2025		Assist in managing daily administrative operations, including invoice checking and document handling.		
4.	Thursday	24/04/2025		Provide customer service support through office phone and email communication.		
5.	Friday	25/04/2025		Maintain proper documentation and filing of company records. Review and verify customer invoices for accuracy and completeness.		



DAILY ACTIVITIES

Name : SERVIANA
Student Number : 2021020002
Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	28/04/2025		Scan, organize, and maintain employment contracts and other administrative documents.		
2.	Tuesday	29/04/2025		Prepare and send quotations in response to customer requests. Follow up with customers to request Purchase Orders (PO).		
3.	Wednesday	30/04/2025		Assist in managing daily administrative operations, including invoice checking and document handling.		
4.	Thursday	01/05/2025		Labor Day		
5.	Friday	02/05/2025		Oversee the preparation and verification of invoices and ensure proper documentation.		

DAILY ACTIVITIES

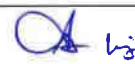
Name : SERVIANA
Student Number : 2021020002
Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	05/05/2025		Assist in managing daily administrative operations, including invoice checking and document handling.		
2.	Tuesday	06/05/2025		Monitor and respond to business emails professionally and efficiently.		
3.	Wednesday	07/05/2025		Coordinate with internal departments to ensure smooth workflow and customer satisfaction.		
4.	Thursday	08/05/2025		Report to the Manager and support decision-making with accurate administrative data. Follow up with customers to request Purchase Orders (PO).		
5.	Friday	09/05/2025		Provide customer service support through office phone and email communication.		



DAILY ACTIVITIES

Name : SERVIANA
Student Number : 2021020002
Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	12/05/2025		Vesak Day 2569 BE		
2.	Tuesday	13/05/2025		Ask sand and granit stock, checking invoice, customer service.		
3.	Wednesday	14/05/2025		Assist in managing daily administrative operations, including invoice checking and document handling.		
4.	Thursday	15/05/2025		Provide customer service support through office phone and email communication.		
5.	Friday	16/05/2025		Maintain proper documentation and filing of company records. Review and verify customer invoices for accuracy and completeness.		

DAILY ACTIVITIES

Name : SERVIANA

Student Number : 2021020002

Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	19/05/2025		Checking invoice, customer service, checking & scanning employment contract.		
2.	Tuesday	20/05/2025		Checking invoice, scanning employment contract., checking email, ask the customer for PO.		
3.	Wednesday	21/05/2025		Checking email, customers service by office phone, checking Invoice, ask PO, Scanning document for archive.		
4.	Thursday	22/05/2025		Checking email, make a Quotation & email to customer, checking invoice, customer service.		
5.	Friday	23/05/2025		Checking Invoice, scanning document for archive, make a letter to customer, customer service by email.		

DAILY ACTIVITIES

Name : SERVIANA
 Student Number : 2021020002
 Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	26/05/2025		Meeting, checking invoice, customer service, checking & scanning employment contract.		
2.	Tuesday	27/05/2025		Checking invoice, customer service, checking email, ask the customer for PO.		
3.	Wednesday	28/05/2025		Checking email, customers service by office phone, checking Invoice, ask PO, Scanning document for archive.		
4.	Thursday	29/05/2025		Ascension Day of Jesus Christ		
5.	Friday	30/05/2025		Checking Invoice, scanning document for archive, make a letter to customer, customer service by email.		

DAILY ACTIVITIES

Name : SERVIANA

Student Number : 2021020002

Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	02/06/2025		Monitor and respond to business emails professionally and efficiently. Provide customer service support through office phone and email communication.	 Lij	
2.	Tuesday	03/06/2025		Draft official letters and assist in customer correspondence. Ensure proper documentation and filing systems are maintained and updated regularly.	 Lij	
3.	Wednesday	04/06/2025		Coordinate with internal departments to ensure smooth workflow and customer satisfaction.	 Lij	
4.	Thursday	05/06/2025		Report to the Manager and support decision-making with accurate administrative data. Follow up with customers to request Purchase Orders (PO).	 Lij	
5.	Friday	06/06/2025		Eid al Adha 1446 Hijri	 Lij	

DAILY ACTIVITIES

Name : SERVIANA

Student Number : 2021020002

Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	09/06/2025		Checking invoice, customer service, checking & scanning employment contract.		
2.	Tuesday	10/06/2025		Assist in managing daily administrative operations, including invoice checking and document handling.		
3.	Wednesday	11/06/2025		Provide customer service support through office phone and email communication.		
4.	Thursday	12/06/2025		Draft official letters and assist in customer correspondence. Ensure proper documentation and filing systems are maintained and updated regularly.		
5.	Friday	13/06/2025		Report to the Manager and support decision-making with accurate administrative data. Follow up with customers to request Purchase Orders (PO).		

DAILY ACTIVITIES

Name : SERVIANA

Student Number : 2021020002

Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	16/06/2025		Draft official letters and assist in customer correspondence. Ensure proper documentation and filing systems are maintained and updated regularly.	 hi	
2.	Tuesday	17/06/2025		Assist in managing daily administrative operations, including invoice checking and document handling.	 hi	
3.	Wednesday	18/06/2025		Provide customer service support through office phone and email communication.	 hi	
4.	Thursday	19/06/2025		Draft official letters and assist in customer correspondence. Ensure proper documentation and filing systems are maintained and updated regularly.	 hi	
5.	Friday	20/06/2025		Follow up with customers to request Purchase Orders (PO).	 hi	

DAILY ACTIVITIES

Name : SERVIANA
 Student Number : 2021020002
 Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	23/06/2025		Monitor and respond to business emails professionally and efficiently. Provide customer service support through office phone and email communication.		
2.	Tuesday	24/06/2025		Draft official letters and assist in customer correspondence. Ensure proper documentation and filing systems are maintained and updated regularly.		
3.	Wednesday	25/06/2025		Coordinate with internal departments to ensure smooth workflow and customer satisfaction.		
4.	Thursday	26/06/2025		Report to the Manager and support decision-making with accurate administrative data. Follow up with customers to request Purchase Orders (PO).		
5.	Friday	27/06/2025		Islamic New Year 1447 Hijri		

DAILY ACTIVITIES

Name : SERVIANA
 Student Number : 2021020002
 Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	30/06/2025		Meeting, checking invoice, customer service, checking & scanning employment contract.		
2.	Tuesday	01/07/2025		Checking invoice, customer service, checking email, ask the customer for PO.		
3.	Wednesday	02/07/2025		Checking email, customers service by office phone, checking Invoice, ask PO, Scanning document for archive.		
4.	Thursday	03/07/2025		Checking email, make a Quotation & email to customer, checking invoice, customer service.		
5.	Friday	04/07/2025		Checking Invoice, scanning document for archive, make a letter to customer, customer service by email.		

DAILY ACTIVITIES

Name : SERVIANA

Student Number : 2021020002

Department : FOOD AND BEVERAGE MANAGEMENT

No.	Day	Date	Section	Activities	Sign	Note
1.	Monday	07/07/2025		Ask sand and granit stock, checking invoice, customer service.		
2.	Tuesday	08/07/2025		Report to the Manager and support decision-making with accurate administrative data. Follow up with customers to request Purchase Orders (PO).		
3.	Wednesday	09/07/2025		Assist in managing daily administrative operations, including invoice checking and document handling.		
4.	Thursday	10/07/2025		Provide customer service support through office phone and email communication.		
5.	Friday	11/07/2025		Maintain proper documentation and filing of company records. Review and verify customer invoices for accuracy and completeness.		