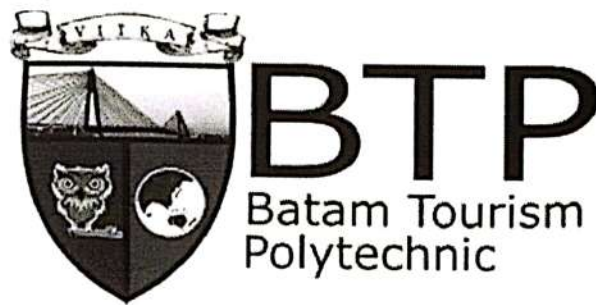


**LOG BOOK MINGGUAN KEGIATAN MAGANG MAHASISWA
MANAJEMEN DIVISI KAMAR**



Disusun Oleh :

**Jesika Klaudia Sandora
2023010030
Hotel Tentrem Yogyakarta**

**MANAJEMEN DE VISI KAMAR
POLITEKNIK PARIWISATA BATAM
2024**

LOG BOOK MINGGUAN KEGIATAN MAGANG MAHASISWA
DI Hotel Tentrem Yogyakarta

LEMBAR PENGESAHAN

Disusun oleh : **Jesika Klaudia Sandora**
2023010030

Telah disetujui oleh

Dosen Pembimbing Magang	Supervisor Dept. Front Office  28/6/25
Devid Trinaldo Simatupang, M.Par	Natalia
NIDN :	

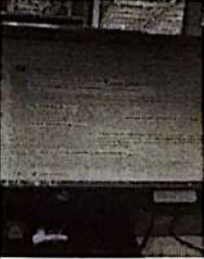
Mengetahui,
Kepala Program Studi Manajemen Devisi Kamar

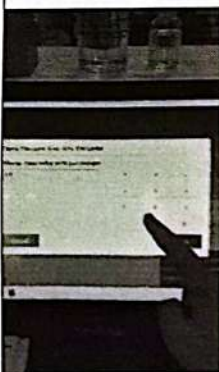
Andri Wibowo, SE., M.Par
NIDN : 1001118502

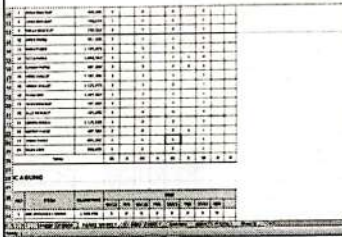
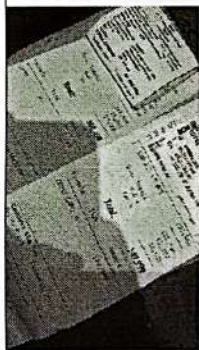
LOG BOOK MINGGUAN KEGIATAN MAGANG MAHASISWA DI HOTEL TENTREM YOGYAKARTA

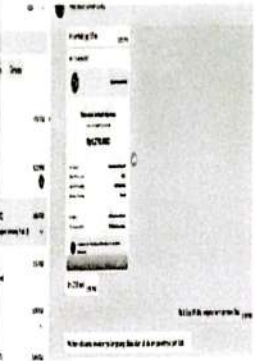
Nama : Jesika Klaudia Sandora
NIM : 2023010030

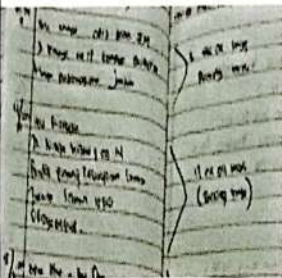
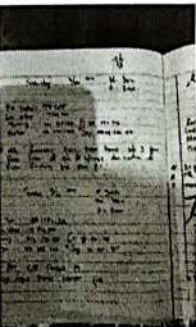
Tanggal	Kegiatan	Bukti	Tanda Tangan
29 July -6 Agustus 2024	1. Introduction to the hotel and around the hotel (orientasi) 2. introduction to the scope of work.		
7-13 Agustus 2024	1. Opening Gallery. 2. Study gallery products. 3. Learning about gallery products. 4. Arranging gallery products.		
14-20 Agustus 2024	1. learn Payment using EDC (Qris, Debit, Credit card) and payment using cash. 2. Entering data into the daily report. 3. Fill in the daily summary.	 	

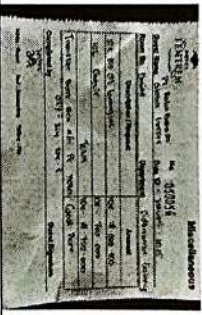
21-27 Agustus 2024	1. Entering data into the daily report. 2. Fill in the daily summary. 3. Clean gallery outlet. 4. Handling jamu section.		
28 Agustus – 1 September 2024	1. Handle Tamu on phone. 2. Entering data into the daily report. 3. Fill in the daily summary.		
2 -8 September 2024	1. Handle billing with infrasys. 2. learn how to do billing using miscellaneous.		
9 - 15 September 2024	1. Handle guest visitor (guests who are not staying at the hotel).		

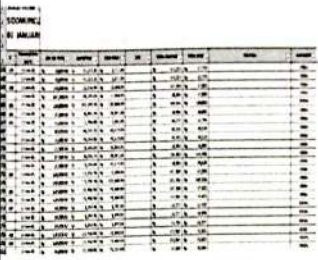
16-22 September 2024	asked the secretary general manager, whether the Request selling price for sidomuncul goods had been approved by the General manager.		
23 - 31 September 2024	Posting billing in infrasys.		
1 - 11 Oktober 2024	- Weekly Inventory. - Change display gallery.		
12-19 Oktober 2024	- Learn how to handle transaction Owner and transaction Executive commite. - How to handle discount for executive commite and owner.		

20 - 26 Oktober 2024	1. Inventory, product gallery. 2. How to posting micros with PM gallery or PM executive commite.		
27 Oktober -2 November 2024	1. Handle all gallery (sift morning hours 07.00 a.m – 04.00 p.m) 2. Weekly Inventory accounting.		
3 - 9 November 2024	1. Handle all gallery (sift morning hours 07.00 a.m – 04.00 p.m) (Opening, handle guest,billing and payment).		
10 - 16 November 2024	1. Handle all gallery (sift morning hours 07.00 a.m – 04.00 p.m) (Opening, handle guest,billing and payment). 2. Wash and polish the herbal glass. 3. Learn to reprint bill guest.		

17 - 23 november 2024	1. Handle all gallery (sift morning hours 07.00 a.m – 04.00 p.m) (Opening, handle guest, billing and payment). 2. Handle guest Online. 3. Packing item order online guest in gallery.		
24 – 30 November 2024	1. Inventory product gallery. -Inventory sanggar sardjono product. -Inventory parii product. -Inventory batik product.		

1 - 7 Desember 2024	1. Weekly Inventory with accounting. 2. Handle billing with infrasys. 3. Handing guest. 4. Change Display 5. Write log book. 6. Work on the report. 7. Work on the summary.		
8 - 14 Desember 2024	1. Handling gallery (Opening, handle guest, billing and payment) 2. Handle guest online. 3. Handle billing with infrasys. 4. Change Display 5. Write log book. 6. Work on the report. 7. Work on the summary.		
15 - 20 Desember 2024	1. Handle all gallery (Opening, handle guest, billing and payment) 2. Handle guest. 3. Handle billing with infrasys. 4. Change Display 5. Write log book. 6. Work on the report. 7. Work on the summary.		
21 - 28 Desember 2024	1. Handling gallery (Opening, handle guest, billing and payment) 2. Handle billing with infrasys. 3. Handle Guest 4. Change Display 5. Write log book. 6. Work on the report. 7. Work on the summary.		

29 - 31 Desember 2024	1. Handle all gallery (Opening, handle guest, billing and payment) 2. Handle Tamu Online 3. Handle billing with infrasys. 4. Handle tamu 5. Change Display 6. Write log book. 7. Work on the report. 8. Work on the summary.		
1 - 5 Januari 2025	1. Handle all gallery (Opening, handle guest, billing and payment) 2. Handle Tamu Online 3. Handle billing with infrasys. 4. Handle tamu 5. Change Display 6. Write log book. 7. Work on the report. 8. Work on the summary.		
6 - 12 Januari 2025	1. Handle all gallery (Opening, handle guest, billing and payment) 2. Handle tamu 3. Handle billing with infrasys. 4. Change Display 5. Write log book. 6. Work on the report. 7. Work on the summary.		

13 – 19 Januari 2025	1. Handle all gallery (Opening, handle guest, billing and payment) 2. Handle billing with infrasys. 3. Handle tamu 4. Change Display 5. Write log book. 6. Work on the report. 7. Work on the summary.		
20 - 26 Januari 2025	1. Handle all gallery (Opening, handle guest, billing and payment) 2. Handle tamu 3. Handle billing with infrasys. 4. Change Display 5. Write log book. 6. Work on the report. 7. Work on the summary.		
27 – 28 Januari 2025	1. Handle all gallery (Opening, handle guest, billing and payment) 2. Handle billing with infrasys. 3. Handle guest 4. Change Display. 5. Write log book. 6. Work on the report. 7. Work on the summary. 8. Clearance.		