



DAILY ACTIVITIES

Name : Lee Elly
Student Number : 2023010007
Department : Front Office

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1.	Monday	July 22, 2024	Front Desk	Learn About Batam Marriott Hotel	<i>Lee Elly</i>	<i>Keep up the amazing more !!!</i>
2.	Tuesday	July 23, 2024	Front Desk	Learn about hotel outlets and operation time	<i>Lee Elly</i>	
3.	Friday	July 26, 2024	Front Desk	Learn about mirror drawing	<i>Lee Elly</i>	
4.	Saturday	July 27, 2024	Front Desk	Introduced things about opera	<i>Lee Elly</i>	
5.	Sunday	July 28, 2024	Front Desk	Learn how to prepare welcome drink	<i>Lee Elly</i>	<i>I can see your potential growing !!</i>
6.	Monday	July 29, 2024	Front Desk	Learn about things on the registration card	<i>Lee Elly</i>	
7.	Tuesday	July 30, 2024	Front Desk	Learn about M-Club Lounge	<i>Lee Elly</i>	



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1.	Friday	August 02, 2024	M-Club	Learn about memberships	<i>lf</i>	you're improving every day!
2.	Saturday	August 03, 2024	M-Club	Learn how to check membership	<i>lf</i>	
3.	Sunday	August 04, 2024	M-Club	Learn how to enroll	<i>lf</i>	
4.	Monday	August 05, 2024	M-Club	Learn how to make food test	<i>lf</i>	
5.	Tuesday	August 06, 2024	M-Club	Learn how to check-in with opera	<i>lf</i>	you're making great progress!
6.	Friday	August 09, 2024	M-Club	Learn how to handle guest	<i>lf</i>	
7.	Saturday	August 10, 2024	M-Club	Learn about F&B	<i>lf</i>	



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1.	Sunday	August 11, 2024	M-Club	Learn about EDC	<i>nk</i>	
2.	Monday	August 12, 2024	M-Club	Learn how to release card verification	<i>nk</i>	
3.	Tuesday	August 13, 2024	M-Club	Learn how to make deposit with EDC	<i>nk</i>	You're improving every day!!
4.	Friday	August 16, 2024	M-Club	Learn how to update profile	<i>nk</i>	
5.	Saturday	August 17, 2024	M-Club	Learn how to add accompany in opera	<i>nk</i>	
6.	Sunday	August 18, 2024	M-Club	Learn how to handle call from other department	<i>nk</i>	you're picking this up so quickly !!
7.	Monday	August 19, 2024	M-Club	Learn about how to make long island ice tea and mojito	<i>nk</i>	



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1.	Tuesday	August 20, 2024	M-Club	Learn about cash bank	<i>NA</i>	<i>You're on the right track to success!!</i>
2.	Friday	August 23, 2024	M-Club	Learn how to make key card	<i>NA</i>	
3.	Saturday	August 24, 2024	M-Club	Learn how to add deposit in opera	<i>NA</i>	
4.	Sunday	August 25, 2024	M-Club	Learn how to send email for food test	<i>NA</i>	
5.	Monday	August 26, 2024	M-Club	Learn how to make guest list	<i>NA</i>	
6.	Tuesday	August 27, 2024	M-Club	Learn how to save down time from opera	<i>NA</i>	
7.	Friday	August 30, 2024	M-Club	Learn about Inter - Department Transfer	<i>NA</i>	



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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1.	Saturday	August 31, 2024	M-Club	Learn how to deliver things to department	<i>Elly</i>	
2.	Sunday	September 01, 2024	M-Club	Prepared Breakfast Making and sending food test Help in making guest list Serving guest Learn more about check – in by opera	<i>Elly</i>	<i>You've got a bright future ahead of you v</i>
3.	Monday	September 02, 2024	M-Club	Prepared Breakfast Making and sending food test Help in making guest list Serving guest Learn about check - out	<i>Elly</i>	
4.	Tuesday	September 03, 2024	M-Club	Attend briefing Prepared for evening cocktail Making and Sending food test	<i>Elly</i>	



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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1.	Friday	September 06, 2024	M-Club	Prepared Breakfast Making and sending food test Serving guest Learned how to ask for <i>jamu</i> from in-room dining department	<i>lf</i>	
2.	Saturday	September 07, 2024	M-Club	Prepared Breakfast Making and sending food test Help in making guest list Serving guest Dropping napkin to laundry	<i>lf</i>	I'm impressed by how much you've learned ☺
3.	Sunday	September 08, 2024	M-Club	Prepared Breakfast Making and sending food test Help in making guest list Serving guest Learn about floor plan	<i>lf</i>	



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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1.	Monday	September 09, 2024	M-Club	Prepared Breakfast Serving guest Learn about cashier receipt	<i>bf</i>	Your passion is really contagious
2.	Tuesday	September 10, 2024	M-Club	Prepared evening cocktail Make food test Learned more about cocktails	<i>bf</i>	
3.	Friday	September 13, 2024	M-Club	Prepared Breakfast Making and sending food test Help in making guest list Serving guest Learn about payments	<i>bf</i>	
4.	Saturday	September 14, 2024	M-Club	Prepared Breakfast Making and sending food test Help in making guest list Serving guest	<i>bf</i>	



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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1.	Sunday	September 15, 2024	M-Club	Prepared Breakfast Making and sending food test Serving guest		you handle so well challenges 
2.	Monday	September 16, 2024	M-Club	Prepared Breakfast Making and sending food test Help in making guest list Serving guest Dropping napkin to laundry		
3.	Tuesday	September 17, 2024	M-Club	Preparing evening cocktail Making food test Learn how to calculate beverages for inventory		



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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1.	Thursday	September 19, 2024	M-Club	Prepared Breakfast Making and sending food test Serving guest Refilling Chiller		
2.	Friday	September 20, 2024	M-Club	Preparing evening cocktail Making and sending food test Filling Guest list		Keep up the Great work!
3.	Sunday	September 22, 2024	M-Club	Prepared Breakfast Serving guest Dropping Napkin to laundry		
4.	Monday	September 23, 2024	M-Club	Prepared Breakfast Making and sending food test Serving guest Practicing Check-in		You're consistently Improving!



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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1.	Tuesday	September 24, 2024	M-Club	Prepared Breakfast Serving guest Folding Napkin		
2.	Wednesday	September 25, 2024	M-Club	Preparing evening cocktail Making and sending food test Filling Guest list Learning how to make Room Key		
3.	Thursday	September 26, 2024	M-Club	Preparing evening cocktail Learning how to make fruit punch Filling Guest list		You're doing an incredible job!
4.	Tuesday	October 01, 2024	M-Club	Preparing evening cocktail Filling Guest list Making and sending food test		



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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1.	Friday	October 04, 2024	M-Club	Prepared Breakfast Serving guest Folding Napkin Dropping Napkin to laundry		You're improving every single day!
2.	Saturday	October 05, 2024	M-Club	Prepared Breakfast Serving guest Folding Napkin Dropping Napkin to laundry		
3.	Sunday	October 06, 2024	M-Club	Preparing evening cocktail Learning how to make cocktails Filling Guest list		
4.	Monday	October 07, 2024	M-Club	Preparing evening cocktail Filling Guest list Making and sending food test		You're doing amazing!



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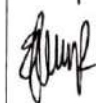
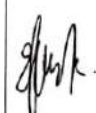
Name : Lee Elly
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Department : Front Office

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1.	Thursday	October 10, 2024	M-Club	Prepared Breakfast Serving guest Folding Napkin Dropping Napkin to laundry		
2.	Friday	October 11, 2024	M-Club	Prepared Breakfast Serving guest Making food test		The effort and dedication you put in are evident, and you're consistently improving!
3.	Saturday	October 12, 2024	M-Club	Prepared Breakfast Serving guest Role play Check - In Dropping Napkin to laundry		
4.	Sunday	October 13, 2024	M-Club	Preparing evening cocktail Filling Guest list Making and sending food test		



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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1.	Monday	October 14, 2024	M-Club	Preparing evening cocktail Filling Guest list Making and sending food test		Great job Elly!
2.	Thursday	October 17, 2024	M-Club	Prepared Breakfast Serving guest Making food test		
3.	Friday	October 18, 2024	M-Club	Prepared Breakfast Serving guest Role play Check - In Dropping Napkin to laundry		
4.	Saturday	October 19, 2024	M-Club	Prepared Breakfast Serving guest Folding Napkin		



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1.	Sunday	October 20, 2024	M-Club	Preparing evening cocktail Filling Guest list Making and sending food test		Elly doing her best as always!
2.	Monday	October 21, 2024	M-Club	Preparing evening cocktail Filling Guest list Learning about cocktails		
3.	Thursday	October 24, 2024	M-Club	Preparing evening cocktail Filling Guest list Pick up center piece		
4.	Friday	October 25, 2024	M-Club	Preparing evening cocktail Filling Guest list Learning how to do Inventory		



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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1.	Saturday	October 26, 2024	M-Club	Preparing evening cocktail Filling Guest list Learning more about VIP Members		
2.	Sunday	October 27, 2024	M-Club	Preparing evening cocktail Filling Guest list Making and sending food test		Good Job!
3.	Monday	October 28, 2024	M-Club	Preparing evening cocktail Filling Guest list Learn how to make Kalua Baileys		
4.	Thursday	October 31, 2024	M-Club	Prepared Breakfast Serving guest Folding Napkin Re-filling Chiller		



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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1.	Friday	November 01, 2024	M-Club	Prepared Breakfast Serving guest Pick up beverages		all execute nicely'.
2.	Saturday	November 02, 2024	M-Club	Preparing evening cocktail Filling Guest list Making and sending food test		
3.	Sunday	November 03, 2024	M-Club	Preparing evening cocktail Filling Guest list Learn how to order stocks		
4.	Monday	November 04, 2024	M-Club	Preparing evening cocktail Filling Guest list Learned about missing points		



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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1.	Thursday	November 07, 2024	M-Club	Prepared Breakfast Serving guest Folding Napkin Learned about Checking out in opera		
2.	Friday	November 08, 2024	M-Club	Prepared Breakfast Serving guest Dropping and picking up napkins		Always Remember to doing your best!
3.	Saturday	November 09, 2024	M-Club	Preparing evening cocktail Filling Guest list Making and sending food test		
4.	Sunday	November 10, 2024	M-Club	Preparing evening cocktail Filling Guest list Making and sending food test		



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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1.	Monday	November 11, 2024	M-Club	Preparing evening cocktail Filling Guest list Picking up center piece	<i>[Signature]</i>	
2.	Thursday	November 14, 2024	M-Club	Preparing evening cocktail Filling Guest list Making and sending food test	<i>[Signature]</i>	Keep up the good work!
3.	Friday	November 15, 2024	M-Club	Preparing evening cocktail Filling Guest list Learn how to make martini	<i>[Signature]</i>	
4.	Saturday	November 16, 2024	M-Club	Preparing evening cocktail Filling Guest list Learned about Marriott Bonvoy	<i>[Signature]</i>	



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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1.	Sunday	November 17, 2024	M-Club	Preparing evening cocktail Filling Guest list Picking up center piece		
2.	Monday	November 18, 2024	M-Club	Preparing evening cocktail Filling Guest list Making and sending food test		Very
3.	Thursday	November 21, 2024	M-Club	Prepared Breakfast Serving guest Helping in making guest list Dropping and picking up napkins		well
4.	Friday	November 22, 2024	M-Club	Prepared Breakfast Serving guest Folding Napkins		Done.



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1.	Sunday	November 24, 2024	M-Club	Preparing evening cocktail Filling Guest list Picking up center piece		
2.	Monday	November 25, 2024	M-Club	Preparing evening cocktail Filling Guest list Making and sending food test		Great job as always!
3.	Tuesday	November 26, 2024	M-Club	Preparing evening cocktail Filling Guest list Re-stocking chiller		
4.	Wednesday	November 27, 2024	M-Club	Preparing evening cocktail Filling Guest list Learning how to calculate stocks		



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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1.	Saturday	November 30 2024	M-Club	Preparing evening cocktail Filling Guest list Learning about pastries		Great job Elly, selalu tepat waktu, dan handle tamu dengan baik, semangat!
2.	Sunday	December 01, 2024	M-Club	Preparing evening cocktail Filling Guest list Making and sending food test		
3.	Monday	December 02, 2024	M-Club	Preparing evening cocktail Filling Guest list Picking up center piece		
4.	Tuesday	December 03, 2024	M-Club	Preparing evening cocktail Filling Guest list Making and sending food test		



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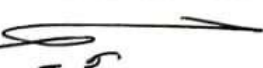
Department : Front Office

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1.	Wednesday	December 04, 2024	M-Club	Preparing evening cocktail Filling Guest list Making and sending food test		 Great job !!!
2.	Saturday	December 07, 2024	M-Club	Prepared Breakfast Serving guest Help in making guest list Dropping and picking up napkins		
3.	Sunday	December 08, 2024	M-Club	Prepared Breakfast Serving guest Dropping and picking up napkins Pick up Galons		
4.	Monday	December 09, 2024	M-Club	Preparing evening cocktail Filling Guest list Making and sending food test		



DAILY ACTIVITIES

Name : Lee Ely
Student Number : 2023010007
Department : Front Office

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1.	Tuesday	December 10, 2024	M-Club	Preparing evening cocktail Filling Guest list Making and sending food test		 Great job 14.11.
2.	Wednesday	December 11, 2024	M-Club	Preparing evening cocktail Filling Guest list Making and sending food test		
3.	Saturday	December 14, 2024	M-Club	Prepared Breakfast Serving guest Dropping and picking up napkins		
4.	Sunday	December 15, 2024	M-Club	Prepared Breakfast Serving guest Help in making guest list Dropping and picking up napkins		



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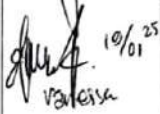
Name : Lee Elly
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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1.	Monday	December 16, 2024	AYS	Learned about MGS and GXP		
2.	Tuesday	December 17, 2024	AYS	Learned how to input cases		All is good
3.	Wednesday	December 18, 2024	AYS	Learned how to save reports from opera		
4.	Saturday	December 21, 2024	AYS	Learned how to make amenities form		
5.	Sunday	December 22, 2024	AYS	Learned how to make and print amenities welcome card		Keep it up
6.	Monday	December 23, 2024	AYS	Learned how to make profile notes		



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1.	Tuesday	December 24, 2024	AYS	Learned how to make traces and alerts		well done
2.	Saturday	December 28, 2024	M - Club	Preparing evening cocktail Filling Guest list Making and sending food test	 10/01/25 Vanessa	Well Done!
3.	Sunday	December 29, 2024	AYS	Learned how to pick up in-house calls		all good
4.	Monday	December 30, 2024	AYS	Learned and tried courtesy check - out		
5.	Tuesday	December 31, 2024	AYS	Help prepare for new year party and gift exchange		



Name

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2023010007

Department

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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1.	Tuesday	January 02, 2025	M-Club	Prepared Breakfast Serving guest Dropping and picking up napkins		
2.	Wednesday	January 05, 2025	M-Club	Prepared Breakfast Serving guest Dropping and picking up napkins Pickup beverages		She takes great initiative! Keep up the amazing work!
3.	Saturday	January 06, 2025	M-Club	Prepared Breakfast Serving guest Dropping and picking up napkins		
4.	Sunday	January 07, 2025	M-Club	Prepared Breakfast Serving guest Help in making guest list Dropping and picking up napkins		She keeps improving!



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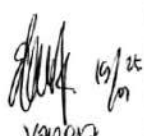
Name : Lee Elly
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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1.	Wednesday	January 08, 2025	M-Club	Preparing evening cocktail Filling Guest list Making and sending food test	 10/01/25 Vanessa	Great!
2.	Thursday	January 09, 2025	M-Club	Preparing evening cocktail Filling Guest list Making and sending food test	 10/01/25 Vanessa	Great!
3.	Sunday	January 12, 2025	M-Club	Prepared Breakfast Serving guest Dropping and picking up napkins	 10/01/25 Vanessa	Good!
4.	Monday	January 13, 2025	M-Club	Prepared Breakfast Serving guest Help in making guest list Dropping and picking up napkins Dropping center piece	 10/01/25 Vanessa	Good job!



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1.	Tuesday	January 14, 2025	M-Club	Prepared Breakfast Serving guest Help in making guest list Dropping and picking up napkins Dropping center piece	 Vanessa	Great!
2.	Wednesday	January 15, 2025	M-Club	Prepared Breakfast Serving guest Pick up galons Dropping and picking up napkins Dropping center piece	 Vanessa	Great!
3.	Thursday	January 16, 2025	M-Club	Prepared Breakfast Serving guest Help in making guest list Dropping and picking up napkins	 Vanessa	Great!



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1.	Sunday	January 19, 2025	M-Club	Prepared Breakfast Serving guest Dropping and picking up napkins	<i>guy 19/25</i> <i>Vorain</i>	<i>well done!</i>
2.	Monday	January 20, 2025	M-Club	Prepared Breakfast Serving guest Pick up galons Dropping and picking up napkins Dropping center piece	<i>guy 19/25</i> <i>19/25</i>	<i>well done!</i>
3.	Tuesday	January 21, 2025	-	Clearence		