

ABSTRAK

Yuliana Rahim. Nim. 932 310 002. Penataan Administrasi Pada Bagian Gadai Emas di PT. Bank Syariah Mandiri Cabang Gorontalo. Makalah, Jurusan Manajemen, Program Studi D3 Administrasi Perkantoran, Fakultas Ekonomi dan Bisnis, Universitas Negeri Gorontalo. Pembimbing I Dra. Hj. Salma Z. Bowtha, M.Pd dan pembimbing II Robiyati Podengge, S.Pd, MAP

Permasalahan dalam penelitian ini adalah “Bagaimanakah Penataan Administrasi Pada Bagian Gadai Emas di PT. Bank Syariah Mandiri Cabang Gorontalo?” Tujuan penelitian ini adalah untuk mengetahui Penataan Administrasi Pada Bagian Gadai Emas di PT. Bank Syariah Mandiri Cabang Gorontalo.

Metode penelitian yang digunakan adalah penelitian deskriptif kualitatif. Sumber data dalam penelitian ini adalah PT. Bank Syariah Mandiri Cabang Gorontalo. Data yang dikumpulkan dari penelitian ini berupa observasi wawancara serta dokumentasi.

Berdasarkan hasil penelitian, menunjukkan bahwa Penataan Administrasi Pada Bagian Gadai Emas di PT. Bank Syariah Mandiri Cabang Gorontalo berlangsung dengan hasil yang optimal.

Kesimpulan dari penelitian ini adalah penataan administrasi pada bagian gadai emas di PT. Bank Syariah Mandiri Cabang Gorontalo sudah berlangsung secara optimal.

Kata Kunci : Penataan Administrasi, Gadai Emas.

ABSTRACT

Yuliana Rahim. Nim. 932 310 002. *Settlement Of Administration At Part Of Pawn Gold in PT. Self-Supporting Bank Moslem Law Of Branch Of Gorontalo. Handing Out, Majors Management, Program Study Of D3 Office Administration, Faculty Of Economics and Business, University Country Of Gorontalo. Counsellor Of I Dra. Hj. Salma Z. Bowtha, M.Pd and Counsellor Of II Robiyati Podengge, S.Pd, MAP.*

Problem of this research is " How Settlement Of Administration At Part of Pawn Gold in PT. Self-Supporting Bank Moslem Law of Branch of Gorontalo?" Target of this research is to know Settlement Of Administration At Part of Pawn Gold in PT. Self-Supporting Bank Moslem Law of Branch of Gorontalo.

Research method the used is descriptive research qualitative. Source of data in this research is PT. Self-Supporting Bank Moslem Law of Branch of Gorontalo. collected Data of this research in the form of observation interview and also documentation

Pursuant to result of research, indicating that Settlement Of Administration At Part of Pawn Gold in PT. Self-Supporting Bank Moslem Law of Branch of Gorontalo take place with result of optimal

Conclusion of this research is settlement of administration at part of gold pawn in PT. Self-Supporting Bank Moslem Law of Branch of Gorontalo have taken place in an optimal fashion

Keyword : *Settlement Of Administration, Pawn Gold*