CHAPTER II

THE DESCRIPTION OF DAGO WISATA INTERNATIONAL TOUR AND TRAVEL AGENT

The information of Dago Wisata International, and explanations about the job which the writer took as his internship, include the activity since the writer stayed at the office are going to tell in this chapter.

2.1 The General Description of The Office

The long trip either domestic or international for business trip or vacation, usually gives us any difficulties. The ticket which must we buy, the itinerary, the hotel reservation, the restaurant, and all the things we need during the trip are generally unable to handle by us. That is why, nowadays, lot of tour and travel agent offered their services due to help the people who wants to take a trip, like Dago Wisata International which ready to help their client, because the main purpose of P.T. Dago Wisata International is to make our clients enjoy our prime services and find their needs easily with us, without find any difficulties again.

P.T. Dago Wisata International is the tour and travel agency which provide the trip either domestic or international and assist the travel pass of the clients who used its service. The office is located in Ir. H. Djuanda Street, No. 262 A, Bandung,

and already served the clients from 2003. However, the office which well-developed right now is expansion from the old office named P.T. Visi Mandiri which take care the same services. The expansion is happened when the P.T. Visi Mandiri were in trouble and went bankrupt on 1997.

2.2 The Management of Dago Wisata International

P.T. Dago Wisata International has an agreed-on schedule which approve by the owner Mr. Hj. Dodi Sudrajat. The office open and start to serve the clients from 08:00AM – 17:00 PM (weekdays), and 08:00AM – 15:00 PM (weekend).

2.3 The Job Description

The period which the writer took for the internship is about two months, and the writer is placed in the second floor where the whole administration and managements activities are occurred. The writers himself is work as marketing staff of P.T. Dago Wisata International, and have to translate the tender offer from the branch tour and travel agent, the hotel, the flight central board, or the recreational things which want to join with us.

The writer's work under the command of General Affair PT. Dago Wisata International, Mr. Feri Urmansyah, and the head of Sales and Marketing Department, Mr. Abdul Rohmasyah.

The whole document which related to the tender offer, such as:

1. *Umroh* and *Haji* Package
2. Holiday Package
3. New update of air fare
4. The hotel promo, etc.

And has been sent to dago-wisata@gmail.com must be translated into English or Bahasa, depend on Mr. Abdul request.

The writer had been told that Dago Wisata International is also provided the *Umroh* and *Haji* Package, so, there is no peculiarity again if the writer, sometimes, helped the other to prepare the event, like collecting several data of the all passenger names, or clipping the name tag and identity card in every holder-bag, a week before the passenger take off.