## **ABSTRACT**

The information system is a technological system used by humans to support management and operational activities to make it easier, many office activities, education, health are assisted by the presence of this information system, business processes also really need control from this information system. So that this information system was formed as a special type to facilitate the work process. Data that is valid and appropriate, relevant and timely to accurate is information that is needed in various companies, one of which is a company engaged in mining. There is so much information that must be delivered in a timely and accurate manner. Lack of accuracy in conveying data and frequent data loss in mining companies, therefore an information system is needed that can facilitate this. The use of information systems in real time also helps the owner in knowing the state of the company's sales at any time, and avoids the occurrence of employees doing their jobs.

CV.Tekad Jaya is a split stone mining company that was founded in 2016, this company does not have an information system in helping office workers in processing data. data processing makes employees in the administration, bookkeeping, warehouse and weighing divisions at CV.Tekad Jaya an obstacle for the last 5 years. Therefore, an information system is needed for the administration of a split stone mining company at CV.Tekad Jaya. The information system for the administration of this split stone company is an information system that will help the 4 sections and the company owner in doing their work, the form of assistance offered by this information system is to share and process data every day or month quickly, accurately and transparently.

The result of the information system for the administration of this website is that it can display information in the form of daily income data for the Tekad Jaya company, monthly income data for the Tekad Jaya company, expense data for the Tekad Jaya company and monthly financial recap of the Tekad Jaya company which can be viewed and uploaded anywhere and anytime.

**Keywords**: Website, Information System, Administration, Company