

# CERTIFICATE OF ATTENDANCE

Certificate Number : B-072/CoA-QPOA

This is to certify that

*Andriani*

has attended

**QPOA Enrichment Session: “The Administrative Professional”**  
through Zoom Meeting on October 22nd, 2022



Date : October 22nd, 2022



**INDRA F. BAGJANA, S.E., M.Ak., Ak. CA.**  
Director



## TRAINING TRANSCRIPT

Name : **Andriani**  
Program : **QPOA Enrichment Session: "The Administrative Professional"**  
Date Issued : October 22nd, 2022

No.	Subject	Trainer	Training Hours
1.	Introduction : The Administrative Professional	Dr. Sambas Ali Muhidin, S.Pd., M.Si., QPOA.	3
2	Record Management		
3.	Office Technology (Virtual Office, Internet, Email, Cloud, Computer)		
4.	Document Production		
5	Interpersonal Communication (Mail, Presentation, Telephone)	Tini Martini, S.Pd., M.M., QPOA.	3
6.	Written Communication (Correspondence, Report and Form)		
7	Meeting Management		
8	Service Excellent		
	Total		6

**INDRA F. BAGJANA, S.E., M.Ak., Ak. CA.**  
Director