

CERTIFICATE OF ATTENDANCE

Certificate Number : B-076/CoA-QPOA

This is to certify that

Hartati

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 : **Hartati**
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