

# CERTIFICATE OF ATTENDANCE

Certificate Number : B-094/CoA-QPOA

This is to certify that

*Wahyudi Malik*

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 : **Wahyudi Malik**  
 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  |   |                |
| <b>Total</b> |  |   | <b>6</b>       |



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