



PT Kompeten Indonesia Unggul

# CERTIFICATE

No 068/SRT/QHR/VII/2024

THE FOLLOWING AWARD IS GIVEN TO

**RISMAWATI**

**"Kuasai Skill Lengkap Admin Perkantoran" Online Training**

by Quantum HR Indonesia

On July 13, 2024

A handwritten signature in black ink, appearing to read "Agung Tri Nugroho", positioned above a horizontal blue line.

**AGUNG TRI NUGROHO**  
CEO OF QUANTUM HR  
INDONESIA



A handwritten signature in black ink, appearing to read "Anna Yuliani", positioned above a horizontal blue line.

**ANNA YULIANI**  
SPEAKER



PT Kompeten Indonesia Unggul

**"Kuasai Skill Lengkap Admin Perkantoran" Online Training**  
by Quantum HR Indonesia  
On July 13, 2024

1. Pengertian administrasi perkantoran
2. Dasar dasar administrasi
3. Administrasi HR
4. Administrasi Marketing dan Keuangan
5. Pengelolaan Dokumen
6. Email dan Calendar Management
7. Sistem Administrasi Perkantoran
8. Memenuhi kualifikasi admin

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**AGUNG TRI NUGROHO**  
CEO OF QUANTUM HR  
INDONESIA



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**ANNA YULIANI**  
SPEAKER