



Kelas.com

Certificate of Completion

Id certificate : CERT-D5765567

This certificate is presented to

Kurnia Choirul Nissa

For successfully completed and met the requirements to unlock skills in the course

Basic Human Resources

Instructor Yuliana Dewi, S. Psi.

Date of Issue : 28/2/2025



SCAN Here

Andrew Suhadi
CEO Kelas.com

Andrew Suhadi

Learning Recap



Kelas.com

Learner : Kurnia Choirul Nissa
Course Taken : Basic Human Resources

Curriculum

1. Pengenalan Profesi Human Resources

2. Human Resources Management Framework

3. Penyusunan Standard Operating Procedure (SOP)

4. Pengenalan Jenis Dokumentasi Human Resources

5. Strategi Recruitment

6. Human Resources Flow End-to-End

7. Pengenalan Training Need Analysis (TNA)