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Certificate of Completion

Id certificate :**CERT-786C17DB**

This certificate is presented to

Mochammad Fauzan

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

Basic Human Resources

Instructor **Yuliana Dewi, S. Psi.**

Date of Issue : **16/4/2025**

SCAN Here

Andrew Suhadi
CEO Kelas.com

Andrew Suhadi

Learning Recap

Kelas.com

Learner : **Mochammad Fauzan**

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)