



**BADAN NASIONAL
SERTIFIKASI PROFESI
INDONESIAN PROFESSIONAL
CERTIFICATION AUTHORITY**

**SERTIFIKAT KOMPETENSI
CERTIFICATE OF COMPETENCE**

No. 78300 1212 6 0000007 2025

Dengan ini menyatakan bahwa,
This is to certify that,

Ra Shanti Dewi Mulyaraharjani

No. Reg. SDM.1241.0000007 2025

Telah kompeten pada bidang:
Is competent in the area of:

**Manajemen Sumber Daya Manusia
Human Resource Management**

Dengan Kualifikasi / Kompetensi:
With Qualification / Competency:

**Manajemen Sumber Daya Manusia
Human Resource Management**

Sertifikat ini berlaku untuk : 3 (tiga) Tahun
This certificate is valid for : 3 (three) years

Jakarta, 02 Desember 2025

Atas Nama Badan Nasional Sertifikasi Profesi
On behalf of Indonesian Professional Certification Authority

Lembaga Sertifikasi Profesi Universitas Bina Sarana Informatika
Professional Certification Body of Universitas Bina Sarana Informatika


Ermansyah, M.Kom
Direktur
Director



Daftar Unit Kompetensi List of Unit(s) of Competency

No	Kode Unit Kompetensi Code of Competency Unit	Judul Unit Kompetensi Title of Competency Unit	No	Kode Unit Kompetensi Code of Competency Unit	Judul Unit Kompetensi Title of Competency Unit
1	M.70SDM01.010.2	Menyusun Uraian Jabatan <i>Developing Job Descriptions</i>	21	M.70SDM01.032.2	Merancang Program Pembelajaran dan Pengembangan <i>Designing Learning and Development Programs</i>
2	M.70SDM01.011.2	Melaksanakan Analisis Beban Kerja <i>Conducting Workload Analysis</i>	22	M.70SDM01.033.2	Melaksanakan Kegiatan Pembelajaran dan Pengembangan <i>Implementing Learning and Development Activities</i>
3	M.70SDM01.013.2	Menyusun Standar Operasional Prosedur (SOP) MSDM <i>Developing HR Standard Operating Procedures (SOP)</i>	23	M.70SDM01.034.2	Mengevaluasi Pelaksanaan Program Pembelajaran dan Pengembangan <i>Evaluating the Implementation of Learning and Development Programs</i>
4	M.70SDM01.022.2	Menyusun Grading Jabatan <i>Developing Job Grading</i>	24	M.70SDM01.035.2	Merancang Model dan Kamus Kompetensi <i>Designing Competency Models and Dictionaries</i>
5	M.70SDM01.026.2	Menelola Proses Perumusan Indikator Kinerja Individu <i>Managing the Individual Performance Indicator Formulation Process</i>	25	M.70SDM01.037.2	Menyusun Kelompok Pekerja Bertalenta (Talent Pool) <i>Forming Talented Workers Groups (Talent Pool)</i>
6	M.70SDM01.031.2	Menyusun Kebutuhan Pembelajaran dan Pengembangan <i>Developing Learning and Development Needs</i>	26	M.70SDM01.038.2	Mengelola Program Pengembangan Kelompok Pekerja Bertalenta (Talent Pool) <i>Managing Talented Workers Group Development Programs (Talent Pool)</i>
7	M.70SDM01.001.2	Merumuskan Strategi dan Kebijakan Manajemen Sumber Daya Manusia (MSDM) <i>Formulating Human Resource Management (HR) Strategies and Policies</i>	27	M.70SDM01.039.2	Merancang Jalur Karir Pekerja <i>Designing Worker Career Paths</i>
8	M.70SDM01.005.2	Merumuskan Proses Bisnis serta Tugas dan Fungsi dalam Organisasi <i>Formulating Business Processes and Tasks and Functions in the Organization</i>	28	M.70SDM01.040.2	Mengelola Program Suksesi <i>Managing Succession Programs</i>
9	M.70SDM01.006.2	Merumuskan Perubahan Statistis Organisasi <i>Formulating Strategic Organizational Changes</i>	29	M.70SDM01.042.2	Membuat Kesepakatan Kerja <i>Creating Work Agreements</i>
10	M.70SDM01.007.2	Merumuskan Budaya Organisasi <i>Formulating Organizational Culture</i>	30	M.70SDM01.043.2	Menyusun Peraturan Perusahaan dan/atau Perjanjian Kerja Bersama <i>Drafting Company Regulations and/or Joint Work Agreements</i>
11	M.70SDM01.012.2	Menyusun Kebutuhan SDM <i>Developing HR Needs</i>	31	M.70SDM01.044.2	Membangun Komunikasi Organisasi yang Efektif <i>Building Effective Organizational Communication</i>
12	M.70SDM01.015.2	Mengelola Proses Perubahan (Change Management) <i>Managing the Change Management Process</i>	32	M.70SDM01.045.2	Menjalin Kerjasama Pengusaha dan Pekerja <i>Establishing Employer and Worker Cooperation</i>
13	M.70SDM01.020.2	Melakukan Penawaran Kerja Kepada Calon Pekerja <i>Making Job Offers to Prospective Employees</i>	33	M.70SDM01.046.2	Menjalin Kerjasama Tripartit <i>Establishing Tripartite Cooperation</i>
14	M.70SDM01.023.2	Menyusun Sistem Remunerasi <i>Developing a Remuneration System</i>	34	M.70SDM01.047.2	Menangani Keluhan Pekerja <i>Handling Worker Complaints</i>
15	M.70SDM01.024.2	Menentukan Upah Pekerja <i>Determining Worker Wages</i>	35	M.70SDM01.048.2	Mengelola Proses Pelaksanaan Tindakan Disiplin <i>Managing the Disciplinary Action Implementation Process</i>
16	M.70SDM01.025.2	Merumuskan Program Insentif dan/atau Bonus <i>Formulating Incentive and/or Bonus Programs</i>	36	M.70SDM01.051.2	Memfasilitasi Pengelolaan Kepuasan dan Keterlekatan Pekerja <i>Facilitating Worker Satisfaction and Attachment Management</i>
17	M.70SDM01.027.2	Mengelola Proses Monitoring Pencapaian Kinerja Individu <i>Managing the Individual Performance Achievement Monitoring Process</i>	37	M.70SDM01.053.2	Mengelola Pelaksanaan Alih Daya atau Outsourcing <i>Managing Outsourcing Implementation</i>
18	M.70SDM01.028.2	Mengelola Proses Pemberian Umpan Balik Kinerja Individu <i>Managing the Individual Performance Feedback Process</i>	38	M.70SDM01.054.2	Menyelesaikan Mogok Kerja dan/atau Lock-out <i>Resolving Strikes and/or Lockouts</i>
19	M.70SDM01.029.2	Mengelola Proses Penilaian Kinerja Individu <i>Managing the Individual Performance Assessment Process</i>	39	M.70SDM01.055.2	Mengembangkan Sistem Informasi Pekerja <i>Developing Worker Information Systems</i>
20	M.70SDM01.030.2	Menindaklanjuti Hasil Penilaian Kinerja Individu <i>Following Up on Individual Performance Assessment Results</i>	40	M.70SDM01.060.2	Menyiapkan Data Penyusunan Anggaran Tahunan SDM <i>Preparing Data for the Preparation of the Annual HR Budget</i>

Jakarta, 02 Desember 2025

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Universitas Bina Sarana Informatika**



**Ra Shanti Dewi
Mulyaraharani**
Tanda tangan pemilik
Signature of holder

Rachmat Hidayat, M. Kom
Manajer Sertifikasi
Certification Manager