



## MUHAMMAD ARDHIYAN NUGROHO, S.H., M.Kn.

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### PROFILE

I'm Muhammad Ardhiyan Nugroho, a graduate of the University of Indonesia, Postgraduate Notary Master's Program. I always prioritize a disciplined, honest, and responsible work ethic in completing every job. I am interested in a career in law. I have competence in Microsoft Office, data analysis, data processing, administration, communication, negotiation, legal documents, theory, and practice of law. I have work experience, active in organizational activities, as well as training. Able to work individually or in a team, passionate to develop, highly dedicated, highly motivated, adaptable, and interested in learning new things.

### EDUCATION

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| ▪ <b>UNIVERSITY OF INDONESIA</b> , <i>Postgraduate Program, Master of Notary, GPA 3.28/4.00</i> | <b>2019-2021</b> |
| ▪ <b>PANCASILA UNIVERSITY</b> , <i>Bachelor's Program, Law Studies, GPA 3.42/4.00</i>           | <b>2015-2019</b> |

### PROFESSIONAL SKILLS

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|----------------------------------------|-------------------|
| ▪ Microsoft Word                       | ▪ Data analysis   |
| ▪ Microsoft Excel                      | ▪ Data processing |
| ▪ Microsoft Powerpoint                 | ▪ Administration  |
| ▪ Theory and Practice of Legal Studies | ▪ Communication   |
| ▪ Legal Documents                      | ▪ Negotiation     |

### WORK EXPERIENCE

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| ▪ <b>PT. KIRANA SURYA GEMILANG</b> , <i>Freelance Tour Leader</i> | <b>2015-2019</b> |
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### ORGANIZATIONAL EXPERIENCE

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| ▪ <b>LEGAL DEBATE STUDENT ACTIVITY UNIT, FACULTY OF LAW, PANCASILA UNIVERSITY</b> ,<br><i>Member</i> | <b>2016-2018</b> |
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### TRAINING & CERTIFICATES

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| ▪ <b>ADVOCATE BAR EXAM</b> , <i>Perhimpunan Advokat Indonesia (PERADI)</i>                                      | <b>2022</b> |
| ▪ <b>ADVOCATE SPECIAL PROFESSIONAL EDUCATION PROGRAM (PKPA)</b> , <i>Perhimpunan Advokat Indonesia (PERADI)</i> | <b>2021</b> |
| ▪ <b>ACADEMIC POTENTIAL TEST (TPA)</b> , <i>Bappenas , Score: 507.53</i>                                        |             |
| ▪ <b>TOEFL ITP ETS</b> , <i>Score: 423</i>                                                                      |             |

### ACHIEVEMENT

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| ▪ <b>3rd WINNER</b> , <i>Internal Moot Court Dean Cup, Faculty of Law, University of Pancasila</i> | <b>2016</b> |
| ▪ <b>PARTICIPANTS</b> , <i>Legal Debate Fair 2016 Faculty of Law, University of Pancasila</i>      | <b>2016</b> |

### ADDITION

- **Languages:** Indonesian (native), English (intermediate).
- **Soft Skills:** Communicative, teamwork, detail oriented, thinking critical, time management, multitasking, solving problem, and responsibility.