

# MUHAMMAD TRI SAPUTRA

## JUNIOR LAWYER

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Rawamangun, East Jakarta, Special Capital Region of Jakarta, Indonesia

### PROFILE

A Junior lawyer with 2 years' experience at a law firm and more than 1-year experience as a legal secretary at a company, experienced in legal practice in the field of civil law, especially corporate legal and business law, such as legal drafting and managing or controlling company legal documents. Dream of becoming an international lawyer and expert in law.

### WORK EXPERIENCE

**JUNIOR LAWYER | Dedy Dwi Yulianto & Partner** | Pamulang, South Tangerang | 14 September 2020 – 27 September 2022

Fostered and Pioneered to Handle case and create legal documents

**LEGAL CORPORATE | PT. Radar Media Nasional** | Pamulang, South Tangerang | 4 January 2021 – 20 June 2022

Create legal drafting and manage company legal documents

**LEGAL OFFICER | Ansugi Law Firm** | Kedungdoro, Surabaya | 1 – 27 July 2020

Exercise to Create legal document and manage company legal document

### EDUCATION

**BACHELOR OF LAW**, International Program for Law and Sharia' (IPOLS)

**Muhammadiyah University of Yogyakarta** | Yogyakarta | May 2016 – August 2020

**LEGAL OFFICER TRAINING | Ansugi Law Firm** | Kedungdoro, Surabaya | 1 – 27 July 2020

**ADVOCATE PROFESSION EDUCATION | IKADIN (Indonesian Advocate Associate)** | Yogyakarta | 8 – 20 November 2019

### ACCOMPLISHMENTS

**THE BEST JUNIOR LAWYER ON ANALYZING CASES AND CHAMPIONED HANDLE CASES NON-LITIGATION** | 5 January 2022

**STUDENT EXCHANGE PROGRAM TO HARBIN, CHINA** | Heilongjian Overseas Exchange Associate in the 2018 | 11 – 24 January 2018

### VOLUNTEER ACTIVITY

Volunteered Activity by theme "Optimizing the Use of Local Potential to Sustainable Community Development" | Bintang, Riau | December 2021

Volunteered Activity by theme "Law as Provision for the Next Nation Cadre" | Pamulang, South Tangerang | October 2021

Volunteered Activity by theme "Improving the Quality of Education and Legal Awareness" | Yogyakarta | July 2019

### LANGUAGE

Indonesian  
English

### SKILLS

**SOFT SKILL** | Strong Communication, Legal Research, Legal Drafting, Legal Writing, Judgment and Decision Making, Contract Negotiation

**HARD SKILL** | Business Law, Contract Law, Legal Corporate, Islamic Law

**M. TRI SAPUTRA**

*East Jakarta, 24 February 2023*

**Junior Lawyer**



**Address**

Rawamangun, Pulo Gadung, East Jakarta, Jakarta Capital Special Region

**Contact**

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Muhammadtrisaputra94@gmail.com

Dear

**HMP Law Firm**

**Hendarsam Marantoko & Partners**

As an experienced paralegal, the hiring for **HMP Law Firm|Hendarsam Marantoko & Partners** sparked my interest. When reviewing the position requirements and your website, I was excited to find that my qualifications and personal strengths align with your needs and mission.

I bring a comprehensive set of skills that I believe will be valuable to **HMP Law Firm|Hendarsam Marantoko & Partners**. In my paralegal role, I honed my abilities in case analysis, providing a firm foundation for the Junior Associate position. My customer service, people-centric nature, and compassion have afforded me excellent communication skills.

I am excited to contribute my talents and proficiency in problem-solving toward your team efforts. As an engaging lawyer with a proven track record in legal analysis, my focus on enforcement of the law, which is honest and building strong professional relationships, has been a beneficial asset throughout my career.

Please review my enclosed resume for a more in-depth illustration of my work history and accomplishments. I would appreciate the opportunity to interview as soon as possible. I am eager to discuss how my personality background fits into the paralegal role.

Thank you for your time and consideration of my candidacy.

Sincerely,

M. Tri Saputra



# **DEWAN PIMPINAN PUSAT IKATAN ADVOKAT INDONESIA (Indonesian Bar Association)**

Grand Slipi Tower, 41<sup>st</sup> Floor Suite J, Jl. Letjen. S. Parman, Kav.22-24, Jakarta Barat 11480 - Indonesia  
Telp. (62-21)-29022298 Fax. (62-21)-22534741 Email : info.ikadin@gmail.com / dppikadin@gmail.com  
Website : www.ikadin.or.id

## **SURAT KEPUTUSAN**

### **DEWAN PIMPINAN PUSAT IKATAN ADVOKAT INDONESIA**

**NOMOR: 0038/11/DPP-IKADIN/I/2023**

## **TENTANG**

### **PENGANGKATAN ADVOKAT IKATAN ADVOKAT INDONESIA**

### **PROVINSI BANTEN**

### **DEWAN PIMPINAN PUSAT IKATAN ADVOKAT INDONESIA**

#### **MENIMBANG:**

1. Bahwa Negara Republik Indonesia sebagai Negara hukum berdasarkan Pancasila dan Undang-Undang Dasar Negara Republik Indonesia Tahun 1945, bertujuan mewujudkan tata kehidupan bangsa yang sejahtera, aman, tenteram, tertib, dan berkeadilan;
2. Bahwa calon Advokat tersebut dalam Keputusan ini telah memenuhi semua persyaratan sebagaimana diatur dalam Undang-Undang Republik Indonesia No. 18 Tahun 2003 tentang Advokat;
3. Bahwa Ikatan Advokat Indonesia sebagai Organisasi Advokat memiliki kewenangan untuk mengangkat sebagai Advokat bagi setiap anggotanya yang telah memenuhi persyaratan;
4. Bahwa sesuai Pasal 4 Undang-Undang Advokat sebelum memberikan jasa hukum, Advokat yang bersangkutan bersumpah menurut agamanya atau berjanji dengan sungguh-sungguh di sidang terbuka Pengadilan Tinggi di Wilayah domisili hukumnya.

#### **MENGINGAT:**

1. Undang-Undang Nomor 18 Tahun 2003 tentang Advokat (Lembaran Negara Republik Indonesia Tahun 2003 Nomor 49, Tambahan Lembaran Negara Republik Indonesia Nomor 4282);
2. Anggaran Dasar Ikatan Advokat Indonesia yang telah disahkan sebagai badan hukum berdasarkan Keputusan Menteri Hukum dan Hak Asasi Manusia Republik Indonesia Nomor: AHU-0000009.AH.01.08. Tahun 2017;
3. Surat Ketua Mahkamah Agung RI Nomor 73/KMA/HK.01/IX/2015 tentang Penyempahan Advokat;
4. Peraturan Organisasi Ikatan Advokat Indonesia Nomor 1 Tahun 2017 tentang Standar Advokat, Pendidikan Kemahiran Advokat, Pemagangan, Ujian Advokat, Pengangkatan dan Sumpah Advokat;

5. Surat Keputusan Ikatan Advokat Indonesia Nomor 0066-15/BPPA-IKADIN/XII/2019 tertanggal 19 Desember 2019 tentang keterangan telah mengikuti Pendidikan Kemahiran Advokat yang diselenggarakan pada 8 November 2019 sampai dengan 21 November 2019;
6. Tanda Lulus Ujian Calon Advokat Nomor 00048-15/UA-IKADIN/XI/2022 tanggal 12 November 2020 yang dikeluarkan oleh Dewan Pimpinan Pusat Ikatan Advokat Indonesia.

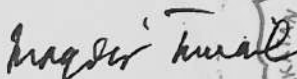
MEMPERHATIKAN: Surat Permohonan DPD Ikatan Advokat Indonesia Banten Nomor: 058/DPD-IKADIN/I/2023 tertanggal 11 Januari 2023 perihal Permohonan Pengangkatan, Pelantikan dan Penyempahan Advokat IKADIN Banten.

MEMUTUSKAN

- MENETAPKAN:
1. Mengangkat **MUHAMMAD TRI SAPUTRA, S.H.** sebagai Advokat dengan Nomor Induk Advokat (**NIA**): **3950.29.14.23** yang wilayah kerjanya meliputi seluruh wilayah Negara Republik Indonesia.
  2. Keputusan ini mulai berlaku sejak tanggal ditetapkan dengan ketentuan bahwa apabila dikemudian hari ternyata terdapat kekeliruan dalam Keputusan ini akan diadakan perbaikan sebagaimana mestinya.

Ditetapkan di : Jakarta  
Tanggal : 17 Januari 2023

DEWAN PIMPINAN PUSAT  
IKATAN ADVOKAT INDONESIA (IKADIN)

  
**Dr. MAQDIR ISMAIL, S.H., LLM**  
Ketua Umum

  
**Dr. M. RASYID RIDHO, S.H., M.H**  
Sekretaris Jenderal

Keputusan ini disampaikan kepada:

1. Saudara **MUHAMMAD TRI SAPUTRA, S.H.**;
2. Ketua Mahkamah Agung Republik Indonesia;
3. Menteri Hukum dan Hak Asasi Manusia Republik Indonesia;
4. Ketua Pengadilan Tinggi Banten.