

KHAIRUNNISA

+6282171372280

khairunnisa120198@gmail.com

Dear Sir/Madam HRD HMP Law Firm Hendarsam Marantoko and Partners

My name is Khairunnisa. I am a fresh graduate from the Faculty of Law at Andalas University, majoring in law, and have a great desire to become a lawyer. I am very interested in joining HMP Law Firm Hendarsam Marantoko and Partners and applying for a position namely Junior Associate.

I completed my internship experience as an Intern Legal Officer at PT Goritax Prospera Indonesia in 2023, and an Intern Legal Staff at the DPRD of West Sumatra Province in 2021, where I believe that this fulfills the skills in the role that are currently needed.

During college, I also observed that to work in this position requires strong determination, good analytical and problem-solving skills, the ability to write and speak in English, good interpersonal and communication skills, the ability to work in a team, commitment to always develop oneself, a good understanding in the field of law, honest, and accountable. I studied that well.

I am sure that many applications will come in, however, I believe that my motivation and commitment can be relied on to be able to join your team

The following is my contact information who can be contacted (HP/WhatsApp: +6282171372280) and attached are my attachments, such as my CV, diploma, transcript, PKPA certificate, and UPA certificate. Thank you for being willing to read my cover letter.

have a good day

Best Regards,



[KHAIRUNNISA]

Pasar Minggu, South Jakarta, 12520 | +62 821 7137 2280 | khairunnisa120198@gmail.com
www.linkedin.com/in/khairunnisa1201 | ig : khairunnisa_kirun

About Me

I am Khairunnisa, a graduate of Law at Andalas University in 2021. Have internship experience as a Legal Officer in South Jakarta in 2023, awarded as the Best Graduate and Activist at the Faculty of Law, Andalas University, have a good understanding of the law, the ability to think critically, and proficiency in using Microsoft Office Tools.

Skills

- | | |
|-------------------------------|-----------------------------|
| ▪ Legal Drafting and Contract | ▪ Microsoft Word |
| ▪ Analytical Skills | ▪ Microsoft Power Point |
| ▪ Team Work Skills | ▪ Microsoft Excel |
| ▪ Negotiation Skills | ▪ Attention to Detail |
| ▪ Public Speaking Skills | ▪ Good Communication Skills |

Working Experiences

PT. Goritax Prospera Indonesia (DKI Jakarta, Indonesia)

Legal Officer Intern (November 2022 - February 2023)

- Making various Corporate Cooperation Contracts
- Reviewing contract documents
- Provide input to the company in making legal policies
- Assisting in making legal Company and Client Documents
- Receive and Submit the contract Documents that have been reviewed to the company and clients

Dewan Perwakilan Rakyat Daerah of West Sumatra Province (Padang, Indonesia)

Legal Intern (February 2021 – March 2021)

- Assist the DPRD Secretariat in preparing policy materials
- Assist the DPRD Secretariat compiling, Organizing regional law production activities
- Assist in the preparation of the trial schedule, and Prepare for the trial

Education

Andalas University
(2017-2021)

S1 Ilmu Hukum

GPA : 3,99

Organizational Experiences

Lembaga Pengkajian Islam, Faculty of Law, Andalas University (2017-2020)

Position : *Treasurer of Research and Development*

- Responsible for all matters relating to the finance of the RND LPI FHUA division
- Increasing the division cash income by 20%
- Preparing financial budget effectively and efficiently
- Disbursing funds for organizational needs appropriately
- Managing payment receipt
- Preparing financial reports.

Asian Law Students Association LC UNAND (2017-2020)

Position : *Member*

Actively participates in supporting every activity and work program of ALSA Lc Unand, is active in committees held by ALSA Lc Unand, including Event Programmers in activities held by ALSA Lc Unand and Creative Common Indonesia, Secretary and Minutes of National Pre-Deliberation and ALSA Leadership Training, Organizing Committees from ALSA Anniversary and Awards

Achievements

- The Best Graduate of the Faculty of Law UNAND - 2021
- Campus Activist, award from the Faculty of Law UNAND - 2021
- PALT ALSA Indonesia Secretary, held by ALSA Indonesia, Padang - 2020
- Speaker at "Talkshow on Sexual Violence Against Women and Children" Talkshow held by Student Executive Board (BEM) Faculty of Medicine UNAND - 2020
- Most Inspiring Member ALSA Lc UNAND, Padang - 2018
- Delegation ALSA Lc UNAND in the Scientific Literature of ALSA Indonesia Legal Opinion, held by ALSA Indonesia - 2018
- ALSA Lc UNAND IP Highest Achiever - 2018 – 2019

Training

- Pendidikan Khusus Profesi Advokat (PKPA) held by FHP Law School - 2022
- Ujian Profesi Advokat (UPA) held by FHP Law School - 2022
- Legal Officer Course held by Kelas Work – 2022

Language

- Bahasa - Native
- English – Fluent

Contact Reference

Anton Irawan, Director

PT Goritax Prospera Indonesia

+62812 1008 8810 | antonirawan.goritax@gmail.com

UNIVERSITAS ANDALAS

Terakreditasi A berdasarkan Keputusan BAN-PT No. 327/SK/BAN-PT/Akred/PT/XII/2018

IJAZAH

Nomor Ijazah Nasional : 742012021001645

Diberikan kepada

Khairunnisa

Tempat, Tanggal Lahir : Koto Baru, 12 Januari 1998

NIK : 1306065201980002

NIM : 1710112071

Semester Awal Registrasi : Ganjil 2017

yang telah memenuhi syarat dan menyelesaikan pendidikan

Program : Sarjana

Program Studi : Hukum

Tanggal Lulus : 20 April 2021

Gelar : Sarjana Hukum (S.H.)

beserta segala hak dan kewajiban yang melekat pada gelar tersebut.

Diterbitkan di Padang pada tanggal dua puluh sembilan Mei dua ribu dua puluh satu.

Dekan

Fakultas Hukum



Prof. Dr. Busyra Azheri, S.H., M.Hum.

NIP 196911181994031002

Khairunnisa



Prof. Dr. Yuliandri, S.H., M.H.

NIP 196207181988111001

UNIVERSITAS ANDALAS FAKULTAS HUKUM

Daftar Nilai Mahasiswa

Nama Mahasiswa : **KHAIRUNNISA**
 Tanggal Lahir : 12 Januari 1998
 Tempat Lahir : Koto Baru
 Nomor Buku Pokok : 1710112071
 Indeks Prestasi Kumulatif : 3,99
 Predikat Lulus : Dengan Pujian

Jurusan/Bidang Studi : Ilmu Hukum
 Nilai Akreditasi : (Sk No. 2026/SK/BAN-PT/Akred/S/VI/2019)
 Program Kekhususan : Hukum Perdata
 Tanggal Lulus : 20 April 2021



No.	Kode	Mata Kuliah	SKS	Nilai
SEMESTER I				
1	AND114	BAHASA INDONESIA	3	A-
2	HKF107	BAHASA INGGRIS	2	A
3	HKF103	ILMU NEGARA	3	A
4	AND112	PENDIDIKAN AGAMA	3	A
5	AND113	PENDIDIKAN KEWARGANEGARAAN	3	A
6	HKF102	PENGANTAR HUKUM INDONESIA	3	A
7	HKF101	PENGANTAR ILMU HUKUM	3	A

No.	Kode	Mata Kuliah	SKS	Nilai
SEMESTER II				
1	HKP203	HUKUM ADAT	2	A
2	HKA201	HUKUM ADMINISTRASI NEGARA	3	A
3	HKT202	HUKUM DAN HAK ASASI MANUSIA	2	A
4	HKP202	HUKUM ISLAM	2	A
5	HKP201	HUKUM PERDATA	3	A
6	HKN201	HUKUM PIDANA	3	A
7	HKT201	HUKUM TATA NEGARA	3	A
8	HKN202	KRIMINOLOGI	2	A

No.	Kode	Mata Kuliah	SKS	Nilai
SEMESTER III				
1	HKP304	HUKUM ACARA PERDATA	3	A
2	HKN303	HUKUM ACARA PIDANA	3	A
3	HKA302	HUKUM AGRARIA	2	A
4	HKP306	HUKUM DAGANG	2	A
5	HKI301	HUKUM INTERNASIONAL	3	A
6	HKA303	HUKUM KETENAGAKERJAAN	2	A
7	HKN304	HUKUM PENITENSIER	2	A
8	HKP305	HUKUM PERJANJIAN	2	A

No.	Kode	Mata Kuliah	SKS	Nilai
SEMESTER IV				
1	HKN405	DELIK-DELIK DALAM KUHP	2	A
2	HKT404	HUKUM ACARA MAHKAMAH KONSTITUSI	2	A
3	HKP407	HUKUM ACARA PERADILAN AGAMA	2	A
4	HKA406	HUKUM ACARA PERADILAN TATA USAHA NEGARA	2	A
5	HKI403	HUKUM HAK KEKAYAAN INTELEKTUAL	2	A
6	HKI402	HUKUM LAUT	2	A
7	HKA404	HUKUM LINGKUNGAN	2	A
8	HKA405	HUKUM PEMERINTAHAN DAERAH	2	A
9	HKP408	HUKUM PERANCANGAN KONTRAK	2	A-
10	HKI404	HUKUM PERDATA INTERNASIONAL	2	A
11	HKT403	ILMU PERUNDANG-UNDANGAN	2	A

No.	Kode	Mata Kuliah	SKS	Nilai
SEMESTER V				
1	HKP511	HUKUM ADAT MINANGKABAU	2	A
2	HKI505	HUKUM EKONOMI INTERNASIONAL	2	A-
3	HKA508	HUKUM PAJAK	2	A
4	HKP509	HUKUM PERBANKAN	2	A
5	HKP510	HUKUM PERUSAHAAN	2	A
6	HKN506	HUKUM PIDANA KHUSUS	2	A
7	HKT505	POLITIK HUKUM	2	A
8	HKT506	PRAKTIK PERADILAN MAHKAMAH KONSTITUSI	2	A
9	HKA507	PRAKTIK PERADILAN TATA USAHA NEGARA	2	A

No.	Kode	Mata Kuliah	SKS	Nilai
SEMESTER VI				
1	HKF615	BANTUAN HUKUM	2	A
2	HKP633	HUKUM ALTERNATIF PENYELESAIAN SENGKETA	2	A
3	HKP613	HUKUM JAMINAN	2	A
4	HKP631	HUKUM KOPERASI DAN UKM	2	A
5	HKP615	HUKUM PERUMAHAN DAN KONDOMINIUM	2	A
6	HKP614	HUKUM PERWAKILAN DAN BADAN HUKUM	2	A
7	HKP634	HUKUM TRANSAKSI ELEKTRONIK	2	A
8	HKF608	METODE PENELITIAN DAN PENULISAN HUKUM	3	A
9	HKT607	PERANCANGAN PERUNDANG-UNDANGAN	2	A
10	HKP612	PRAKTIK PERADILAN PERDATA	2	A
11	HKN607	PRAKTIK PERADILAN PIDANA	2	A-

No.	Kode	Mata Kuliah	SKS	Nilai
SEMESTER VII				
1	HKF712	ETIKA PROFESI HUKUM	2	A
2	HKF711	FILSAFAT HUKUM	2	A
3	HKP738	HUKUM JASA KONSTRUKSI	2	A
4	HKP724	HUKUM KELUARGA DAN PERKAWINAN	2	A
5	HKP736	HUKUM PEMBIAYAAN	2	A
6	HKP735	HUKUM SURAT-SURAT BERHARGA	2	A
7	HKP723	HUKUM WARIS BW	2	A
8	HKF710	KULIAH KERJA NYATA	4	A
9	AND111	PANCASILA	3	A
10	HKP737	PENDIDIKAN KLINIK HUKUM PERDATA	2	A
11	HKP722	PERBANDINGAN HUKUM PERDATA	2	A

No.	Kode	Mata Kuliah	SKS	Nilai
SEMESTER VIII				
1	HKF813	TUGAS AKHIR	4/T	A

Total SKS : 151 SKS

Judul Tugas Akhir : Penyelesaian Perkara Taklik Talak di Pengadilan Agama Kelas I A Padang (Studi Perkara Nomor 1116/Pdt.G/2019/PA.Pdg)

Nilai Bobot Arti	Nilai Bobot Arti
A 4,00 Sangat Cemerlang	C 2,00 Cukup
A- 3,75 Cemerlang	D 1,00 Kurang
B+ 3,50 Sangat Baik	
B 3,00 Baik	
B- 2,75 Hampir Baik	P = Praktikum
C+ 2,50 Lebih dari Cukup	T = Tugas dan Laporan

Padang, 29 Mei 2021
 Dr. Ferdi. SH., MH
 NIP. 196807231993021001



Dengan ini menerangkan bahwa:

Khairunnisa, S.H.

Telah mengikuti Pendidikan Khusus Profesi Advokat (PKPA) sesuai dengan Pasal 2 ayat (1) Undang-Undang Republik Indonesia Nomor 18 Tahun 2003 tentang Advokat. Pendidikan Khusus Profesi Advokat diselenggarakan mulai tanggal 24 Mei 2022 sampai dengan 14 Juni 2022 oleh Dewan Pengacara Nasional Indonesia (DPN Indonesia) dengan Universitas Jayabaya dan FHP Law School.

Jakarta, 15 Juni 2022

DEWAN PENGACARA NASIONAL INDONESIA



Dr. FAIZAL HAFIED, S.H., M.H.
PRESIDEN

Sertifikat Kelulusan

PANITIA UJIAN PROFESI ADVOKAT

Dengan ini menyatakan bahwa:

KHAIRUNNISA, S.H.

Telah Lulus

Ujian Profesi Advokat (UPA) yang diselenggarakan Dewan Pengacara Nasional Indonesia (DPN Indonesia) pada tanggal 24 September 2022. Berdasarkan Surat Keputusan Panitia Ujian Profesi Advokat No. 026/SKU/DPN-Indonesia/IX/2022.

Sertifikat Kelulusan ini adalah salah satu syarat untuk dapat diangkat dan diajukan permohonan pengambilan sumpahnya sesuai Pasal 4 Undang-Undang Republik Indonesia Nomor 18 Tahun 2003 tentang Advokat.

Jakarta, 30 September 2022

DEWAN PENGACARA NASIONAL INDONESIA



Dr. FAIZAL HAFIED, S.H., M.H.
PRESIDEN

