

LAILA NISFI AYUANDIKA

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EDUCATION

FHP Law School – Jakarta Selatan
Pendidikan Khusus Profesi Advokat

Nov 2022 - Des 2022

Universitas Islam Bandung – Bandung
Bachelor of Law | Majoring In Islamic Family Law

2018 – 2022

MAN 2 Kota Bekasi – Bekasi
Sains / IPA

2015 – 2018

PROFESSIONAL EXPERIENCE

Pengadilan Agama – Bekasi

Administrative Assistant

Sept 2021 – Oct 2021

Internship

- Receiving the first-level lawsuit/petition case registration
- Providing a register number for each case received at the Registrar's Office
- Giving the case file that has been completed to the young clerk concerned

Organizational Experience

Generasi Baru Indonesia (GenBI) – Universitas Islam Bandung

Staff

2021 – 2022

- Implementation of research and development on GenBI UNISBA
- Monitoring, supervising, and evaluating the fulfillment of activities within the GenBI UNISBA

Pra-Temu BEM Nusantara – Universitas Islam Bandung

Staff

Nov 2020

- A volunteer, Documenting and publishing activities through social media
- A volunteer, Editing and branding social media

Latihan Dasar Kepemimpinan Mahasiswa Fakultas Syariah – Universitas Islam Bandung

Treasure

Oct 2020

- A volunteer, Drawing up a budget plan
- A volunteer, Carrying out financial management and procurement of the organization's needs
- A volunteer, Facilitating work program financing needs

Badan Eksekutif Mahasiswa Fakultas Syariah – Universitas Islam Bandung

Staff

2019 – 2020

- Planning, coordinating, and carrying out activities in the field of Information and Communication
- Producing and meeting the needs of multimedia content
- Publishing information about BEM Fakultas Syariah

Bakti Sosial Fakultas Syariah – Universitas Islam Bandung

Staff

Jan 2019

- A volunteer, Providing information that is actual and factual
- A volunteer, Presenting interesting and creative content through social media and others

Majelis Perwakilan Kelas – MAN 2 Kota Bekasi

Vice Chairmain

2017 – 2018

- Playing a role together with the chairman to set policies
- Providing advice to the chairman in making decisions

Certificates

Memberikan Jasa Konsultasi Produk Investasi – BNSP Held by Badan Nasional Sertifikasi Profesi (BNSP)	2023 – January 2026
Ujian Profesi Advokat – DPN Indonesia Held by Dewan Pengacara Nasional Indonesia	2022 – no expiry dates
Pelatihan Khusus Profesi Advokat – DPN Indonesia Held by Dewan Pengacara Nasional Indonesia	2022 – no expiry dates
Studi Independen – PT. MariBelajar Indonesia Cerdas Held by PT. MariBelajar Indonesia Cerdas	2022 – no expiry dates
Microsoft Office Specialist: Associate (Microsoft 365 Apps and Office 2019) Held by Microsoft	2022 – no expiry dates
Microsoft Word (Microsoft 365 Apps and Office 2019) Held by Microsoft	2022 – no expiry dates
Microsoft Excel (Microsoft 365 Apps and Office 2019) Held by Microsoft	2022 – no expiry dates
Microsoft PowerPoint (Microsoft 365 Apps and Office 2019) Held by Microsoft	2022 – no expiry dates
Universitas Gadjah Mada – Entrepreneurship & Success Skills Held by CloudSwyft Global Systems, Inc	2022 – no expiry dates
Universitas Airlangga – Kesehatan Mental Keluarga Held by CloudSwyft Global Systems, Inc	2022 – no expiry dates
Universitas Airlangga – Pasar Modal & Investasi Syariah Held by Universitas Airlangga	2021 – no expiry dates

Languages

- Bahasa – Native
- English – Intermediate