

Jakarta, 3 August 2023

Dear Human Resources at Hendarsam Marantoko and Partners
Hendarsam Marantoko and Partners
Plaza Basmar, 2nd Floor - Room 2.6, RT.1/RW.1, Duren Tiga, South Jakarta.

My name is Hideyuki Elvin Ramandhanizcha (Elvin). I am a fresh graduate from Bina Nusantara University studying Business Law, graduating in 3,5 years. I am writing to apply for the Junior Associate Position at Hendarsam Marantoko and Partners. With this, I am interested in joining your Law Firm.

My campus offers an enrichment program and an internship was one of the options given. I believe that an internship is my only way to actually learn about law by going straight to the field. My first internship was at one of the state-owned banks namely PT. Bank Mandiri (Persero) Tbk, where I was given the opportunity to become a junior legal officer who could experience 7 departments in the legal group there. Then, during the second internship period, I did an internship at the Notary Office of Leolin Jayayanti S.H,M.Kn. From the two internships I was assigned to help and learn to give legal opinions, prepare Participation Letters of Absolute Obligation to Pay BPHTB and/or Income Tax, Certificate of Inheritance, power of attorney, notary deed, etc. In these two internships I also did various things related to law so that I could implement the knowledge I had gained during college. With these two internship periods I gained various experiences and with this I was able to develop myself to be better.

Both of my internships have given me according of experience, and I have developed a lot of things, not only about how to deal with law matters but also about how to live a life. I hope that Hendarsam Marantoko and Partners will be willing to accept me so that the knowledge and experience that I have learned and have can be applied and useful. Thank you for your time and your consideration. I look forward to speaking with you about my interest in this position.

Sincerely,



Hideyuki Elvin Ramandhanizcha



HIDEYUKI ELVIN RAMANDHANIZCHA

South Jakarta | 0812 88822632 | hideyuki121900@gmail.com | LinkedIn: Hideyuki Elvin

Hideyuki Elvin is a Fresh graduate law degree who has accomplished her studies within 3.5 years. Hideyuki Elvin is an identity who excels at teamwork and can play both roles as a team leader and member. Hideyuki Elvin also can take responsibility, is a fast learner, and is adaptable. In addition, Hideyuki Elvin also has internship experience as a legal officer in PT Bank Mandiri (Persero) Tbk and Notary Office. There, Hideyuki Elvin was assigned to both litigation and non-litigation matters.

EDUCATION

Bina Nusantara University – West Jakarta	Sept 2019 – July 2023
Bachelor's Degree in Law, 3.33/4.00	
SMA Muhammadiyah 3 Jakarta – South Jakarta	June 2016 – May 2019
High School Diploma in Social Science	

WORKING EXPERIENCE

Notary Office of Leolin Jayayanti S.H.,M.Kn – South Jakarta	Sept 2022 – Jan 2023
Legal Intern	

- Correcting all requirements and needs in making notarial deeds.
- Assisted in creating a resume of previously issued company notarial deeds.
- Assisted in creating Participation Letters of Absolute Obligation to Pay BPHTB and/or Income Tax, Certificate of Inheritance, and Online Access for the Needs of Land for sale and purchase transition related to royalties, grants and return of names.

PT Bank Mandiri (Persero) Tbk – South Jakarta	Feb 2022 – May 2022
Legal Intern	

- Analyze cases and provide studies and legal solutions related to problems that arise in every bank activity which aligns with the legislation.
- Analyze credit notes for debtors who wish to apply for credit.
- Assisted in creating power of attorney, making jurisprudence and analyzing lawsuits given to the bank.

ORGANIZATIONAL EXPERIENCE

Neighbourhood Association	Jan 2022 – Jan 2025
Leader	

- Preparing accountability reports on organizational activities periodically.
- Assist the Head of Village in coordinating the implementation of community activities in the environment.

COMMITTEE EXPERIENCE

Committee of the Vaccination Center of the Al-Azhar Islamic School Alumni	2021
• Responsible for inputting data and making certificate vaccine cards.	
Legal Study of Implementing Regulation UU Cipta Kerja in Risky OSS System Development with the Ministry of BKPM Republic of Indonesia	2021
• Perform data input based on the regulation that have been provided for the tourism and nuclear sector.	

Committee of the Voting Organizing Group

2019

- Responsible for coordinating with the community to put their voting in the right place and carry out the vote count at the TPS.

ABILITIES & SKILLS

Skills

- Soft Skills: Public Speaking, Team Work, Leadership, Problem Solving, Time Management, Responsible and Organized.
- Hard Skills: Microsoft Office and Canva.

Language

- Bahasa Indonesia (Native)
- English (Advanced)