

RAFFI ALFARABY RAMADHAN

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EDUCATION

University of Indonesia

Faculty of Law | Business Law | 2018-2022 | GPA 3.50

- Undergraduate thesis titled: "Regulations on the Legal Protection Against the Practice of Mis selling in the Marketing of Unit-linked Insurance Products".
- Relevant Subjects: Civil Law, Commercial Law, The Law of Property, Company Law, Banking Law, Contract Drafting, Insurance Law & The Law of Commercial Paper.

PROFESSIONAL EXPERIENCE

BP Lawyers Counsellors at Law

Paralegal | August 2023-Present

- Responsible for drafting power of attorney to represent clients in managing client's business permits.
- Assisted associates and partners to draft internal legal memorandums that consist of research findings and recommendations that are sourced from field research at government institutions regarding client's corporate licensing.
- Assisted associates and partners to draft internal legal memorandums that consist of legal research based on the prevailing regulations to answer client's inquiries.
- Assisted in drafting the case resume of clients' breach of contract case.
- Assisted in drafting a list of letter evidence that is submitted to the judge and the defendant in industrial litigation.
- Assisted in the process of changing Article 3 of client's articles of association to comply with the 2020 KBLI Standard Classification of Indonesian Business Fields.
- Responsible for drafting commercial contract translation.
- Became a master of ceremony at the firm's training event themed "Online Single Submission Risk Based Approach for Banks."

M.A.R Law Firm

Paralegal | March-July 2023

- Responsible for drafting power of attorney letters to represent clients both in civil litigation and criminal investigation.
- Assisted in drafting a list of letter evidence that is submitted to the judge and the defendant in civil litigation.
- Responsible for providing trial reports to partners and senior associates.
- Assisted in drafting work progress reports to clients.
- Assisted in drafting transcripts of witness examinations in civil litigation for the purpose of making a conclusion document.
- Assisted in making a request letter regarding development of investigation to the police.

Klik Legal News

Legal Journalist Intern | October 2022-January 2023

- Responsible for writing in-depth legal news that covers broad areas of Indonesian law which includes business law, criminal law, civil law, procedural law, employment law, administrative law, personal data protection law and environmental law.
- Responsible for writing tips related to business law and procedural law.
- Responsible for writing articles consisted of the latest regulatory updates and legal issues.
- Responsible for interviewing legal practitioners as well as academicians for article writing purposes.

PT. Nur Kencana Lestari Inti

Corporate Legal Intern | June - August 2020

- Assisted in constructing an in-depth analysis of syndicated loan agreement between the acquired company and its creditors for internal purpose.
- Assisted in constructing a summary of a bankruptcy case chronology involving the company.
- Assisted in constructing an in-depth analysis regarding the structure of share ownership of an acquired company periodically.

TRAINING CERTIFICATES

Pendidikan Khusus Profesi Advokat

- This training was held by Perhimpunan Advokat Indonesia (PERADI) and the issued date is on the 1st of December 2022. This training covers a wide range of Indonesian procedural law as well organization and ethics of advocate.

Ujian Profesi Advokat

- This test was held by Perhimpunan Advokat Indonesia (PERADI) and the issued date is one the 17th of November 2023. This test examines a wide range of Indonesian procedural law as well organization and ethics of advocate.

Pengantar Konsep Legal di Korporasi

- This training was held by Kelas.work and the issued date is on the 26th of August 2022. This training covers materials that are relevant to the profession of corporate legal officer such as company law, industrial relation law and contract law.

Student Boot Camp Program Corporate Law Batch II

- This training was held by ET Asia and the issued date is on the 18th of August 2023. This training covers materials that are relevant to the practice of corporate law such as company law, commercial litigation, and corporate licensing.

ORGANIZATIONAL EXPERIENCES & ACTIVITIES

PERFILMA FH UI (Pers, Fotografi, Film, dan Musik Mahasiswa Fakultas Hukum Universitas Indonesia) | January-December 2019

- Contributed as staff of the music division. During the period, the duty was to create band covers on YouTube, manage, and provide band performances in several campus events.

The UI Art War Competition 2018 (FH UI Band) | October-November 2018

- Participated in a band competition representing Faculty of Law Universitas Indonesia and was awarded as the best guitarist and the best band in the competition.