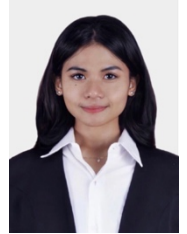


KURNIA DHITA MADANI

Pancoran, Jakarta Selatan , Indonesia | Jakarta, 7 June 1999

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PROFILE

A dedicated 25-year-old with a strong work ethic, fast learner, adaptable, quick learning ability, and a deep curiosity for continuous improvement. I am particularly focused on enhancing my skills and gaining experience in legal practices. I am looking for an opportunity that will allow me to further develop and expand my capabilities.

EDUCATIONAL BACKGROUND

Pembangunan Nasional Veteran Jakarta University

Aug 2018 - March 2022

Faculty Of Law

- Bachelor of Law Majoring in Criminal Law
- Graduated as Cum Laude (GPA 3.76/4.00)

WORK EXPERIENCE

Ferry Ericson and Partners Law Firm

Junior Associate

June – Sept 2024

- Assisted in preparing legal documents and evidence for case unlawful acts (PMH).
- Conducted legal research and analysis to support litigation strategies in unlawful act case (PMH).
- Supported senior lawyers in court hearings by organizing case files, drafting defences, preparing questions for expert witnesses, and documenting proceedings.
- Assisted in negotiations and settlements between parties to resolve disputes related to unlawful acts (PMH).

PT Nada Promotama

Legal Officer

Nov 2023 - Mei 2024

- Compose agreements and maintaining contract database relating to events and upcoming projects, also maintaining legal documents.
- Drafting and reviewing legal matters such as agreements, nondisclosure agreements, memorandum of understanding, cooperation agreements and others.
- Coordinate with stakeholders or counterparts regarding the impending agreements.
- Perform other administrative duties as assigned.

Abrianna Law Firm

Junior Associate

Oct 2022 - Oct 2023

- Conducted a series of legal research and analysis on corporate matters and regulatory issues.
- Prepared for client meetings, creating legal drafting, legal due diligence, legal opinion, review agreements and translating documents.
- Coordinating the issuance of PBG (Building Permit) and SLF (Certificate of Feasibility).
- Assisted with intellectual property filing, renewal, and other IP matters.
- Correspondence daily with clients, liaising with the government for licensing and regulatory authority issues.
- Provided client assistance to ensure the protection and fulfilment of their rights during legal processes and negotiations.
- Participated in handling PKPU (Suspension of Payment) case in Indonesia and the Singapore International Commercial Court (SICC).

Ihza Integrated Consulting

Corporate Legal Counsel

Oct 2022 - Oct 2023

- Handling accommodating Japanese Companies regarding their business needs and intentions in Indonesia.
- Identifying, analyzing, reviewing, and revising agreements or legal documents related to those matters.
- Protect the company against legal risks and violations.
- Prepare, compile, analyze, and revise documents related to specific issue.

Adnan Buyung Nasution & Partners Law Firm

Legal Intern

March - June 2022

- Conducted legal research and assisted in drafting Legal Memorandums.
- Assisted in drafting court documents, legal contracts, corporate documents, etc.
- Assisted in criminal litigation cases regarding family law, embezzlement, and abuse of power.
- Assisted and participated in client representation.

Indonesian Ministry Of Law and Human Rights (Kemenkumham RI)**April - May 2021****Legal Intern | Direktorat Jendral Hak Asasi Manusia | Direktorat Pelayanan Komunikasi Masyarakat**

- Participate in a case of human rights violations on Java Island.
- Create letters of clarification/coordination to the institution related to cases of human rights violations that have been reported.
- Examine cases of human rights violations in Indonesia.

East Jakarta District Court**Jan - Feb 2020****Legal Intern | Criminal Section**

- Registering detention cases, making disposition letters and summons.
- Providing cases filed to the judge and substitute clerks.
- Archive trial documents to judicial decisions.

ORGANIZATION EXPERIENCE**Student Consultative Assembly (Majelis Permusyawaratan Mahasiswa)****Term Of 2021-2022****Head Of Internal Supervision of the Student Executive Board.**

- Internal Supervision, which includes the Secretary General, Internal Affairs, and Internal Supervisory Unit
- Coordinating with the internal BEM UPN Veteran Jakarta to carry out supervision in the field of supervision.
- Cooperating with student organizations in carrying out supervision that fully involves students such as actions, student forums, and rectorate meetings.

Student Executive Board (Badan Eksekutif Mahasiswa)**Term Of 2020-2021****Staff of The Ministry of Youth**

- Held events of arts and sports events for Pembangunan Nasional Veteran Jakarta University.
- Develop the interests and talents of Pembangunan Nasional Veteran Jakarta University students in non-academic fields.
- Organizing and coordinating operational activities in the field of Youth and Sports.

Forum Riset dan Debat Mahasiswa UPN Veteran Jakarta**Jan - Des 2019****Debate Division**

- Conduct research and analysis on legal issues that occur in the community.
- Learned to develop legal research, analysis, public speaking, and critical thinking skills.
- Improve the ability to practice argumentation in oral and written forms.
- Improve understanding in arguing and writing according to the guidelines.

COMMUNITY EXPERIENCE**Girl Up UPN Veteran Jakarta****Feb 2021**

Member of Batch 1

- A part of UN Foundation and Girl Up Campaign.
- Activities surrounding women's empowerment, such as campaigns, workshops, and other programs.

LICENSES & CERTIFICATIONS

- | | |
|---|--------------------|
| • Perhimpunan Advokat Indonesia (PERADI) Ujian Pendidikan Advokat (UPA) | August 2023 |
| • Perhimpunan Advokat Indonesia (PERADI) Pendidikan Khusus Profesi Advokat (PKPA) | July 2022 |
| • Justitia Training Center Legal Audit Legal Opinion Training | 29 Feb 2020 |

ADDITIONAL INFORMATION**SKILLS**

- Microsoft Office Proficiency
- Corporate Law Expertise
- Litigation Law Expertise
- Team Work
- Legal Research
- Legal Writing
- Legal Analysts
- Legal Drafting
- Public Speaking

LANGUAGE SKILLS

- Indonesian
- English