

Seelan Ardian

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SUMMARY

A skilled legal professional with extensive expertise in legal research, contract drafting, compliance advisory, and client advocacy. Proficient in interpreting laws and regulations to provide strategic legal solutions while ensuring organizational compliance. Combining legal acumen with insights from human resource experience, particularly in labor law and employee relations. Committed to professionalism, ethical integrity, and continuous development in the legal field.

EXPERIENCES

PT. Indofood CBP Sukses Makmur Tbk, Jakarta, ID

Feb 2023 – Jan 2024

Human Resources Supervisor

- Coordinated the implementation of company regulations, overseeing compliance with Collective Labor Agreements, Company Regulations, GMP, Standard Practices, and other provisions.
- Monitored Government Regulations and Public Opinions, proactively identifying potential issues affecting the company or its products, mitigating risks and ensuring regulatory compliance.
- Assisted in fostering relationships with Institutional Labor Bodies, facilitating communication and collaboration with Cooperatives, Social Funds, and Union-SPSI, contributing to a harmonious work environment.
- Collaborated with external stakeholders, including the local community, government agencies, media, and consumers, fostering positive relationships and enhancing the company's reputation.
- Implemented strategies to optimize manpower productivity, conducting job role analysis, performance assessments, and deploying various developmental methods, resulting in a 15% increase in efficiency.
- Resolved staff and operative level labor complaints promptly and effectively, maintaining employee satisfaction and minimizing disruptions to workflow.
- Coordinated licensing processes and labor reporting to relevant authorities, ensuring regulatory compliance and smooth operations.
- Collaborated with PDQC and Marketing departments to address consumer complaints efficiently, resulting in a 20% decrease in complaint resolution time and improved customer satisfaction ratings.

Aditomo Ariyanto Perihantono Law Firm, Jakarta, ID

Aug 2022 – Feb 2023

Junior Associate Lawyer

- Actively participated in court proceedings, preparing case briefs and supporting documentation to strengthen legal arguments and ensure a thorough defense.
- Proficiently drafted police reports with meticulous attention to detail and adherence to legal protocols, resulting in accurate and reliable documentation for legal proceedings.
- Skillfully composed demand letters and formal notices, ensuring clarity and legal validity, effectively communicating legal requirements and facilitating resolution of disputes.
- Demonstrated expertise in drafting various legal agreements, including Non-

Disclosure Agreements, with precision and comprehension of legal nuances, safeguarding client interests and minimizing legal risks.

- Proficiently conducted legal reviews, scrutinizing contracts and agreements for compliance and risk assessment, leading to informed decision-making and mitigation of potential liabilities.
- Provided comprehensive legal opinions on client cases, integrating thorough analysis and sound legal reasoning, guiding clients towards effective legal strategies and favorable outcomes.
- Diligently monitored contracts, identifying potential risks and ensuring legal compliance in all business collaborations, resulting in enhanced risk management and avoidance of legal disputes.

Kejaksaan Tinggi Sumatera Utara, Medan, ID

Nov 2021 – Apr 2022

Legal Intern

- Prepared documentation for criminal court proceedings, ensuring accuracy and completeness in case materials, resulting in efficient and effective legal proceedings.
- Conducted legal research to support case preparations, enhancing legal arguments and contributing to successful case outcomes.
- Assisted in examining relevant witnesses involved in ongoing cases, leading to well-informed legal strategies.

Indorelawan, Jakarta, ID

Sept – Oct 2021

Data Collector Volunteer

- Diligently monitored and recorded hospital data for bed capacity into the IGD and the number of Covid-19 patients, which was subsequently shared on the health ministry's website.
- Independently managed and inputted Covid-19 bed information into the designated chat board, facilitating real time data sharing and contributing to the management of healthcare resources.

EDUCATION

University of Sumatera Utara, Medan, ID

Sept 2018 – Jun 2022

Bachelor of Law (S.H.), International Law

- Graduated *Cum Laude* with a GPA of 3.54, completing a rigorous 148-credit program in just 3.8 years, demonstrating a strong commitment to academic success and efficiency.
- Successfully served as a team leader during the Community Service Program in Tebing Tinggi, Medan, showcasing strong leadership and community engagement skills.

Albukhary International University, Kedah, MYS

Jun 2020 – Mar 2021

Business Administration

- Exchange student in the Business Administration program for a year.
- Opportunity to delve into the study of business administration and expand my understanding of the field.

ORGANIZATION

International Law Students Association, University of Sumatera Utara

Apr 2021 – Mei 2022

President

- Successfully managed and executed a comprehensive program over the course of a year, demonstrating strong project management skill.
- Provided valuable input into the organization's strategies and policies, aligning them with work program objectives and overall organizational ideals and goals, showcasing a strategic mindset.

Meriam Debating Club (MDC), University of Sumatera Utara

Oct 2020 – Apr 2021

Member Delegate of University Sumatera Utara, Faculty of Law

- Developed and implemented a comprehensive team training syllabus, enhancing team readiness and performance.
- Cultivated a culture of confidence in expressing legal opinion from diverse viewpoints, promoting intellectual growth.

English Law Club, University of Sumatera Utara

Feb 2019 – Sept 2020

Team Leader

- Established and led a new internal campus organization as the Head of Founder, demonstrating initiative and leadership skills.
- In the inaugural year, effectively garnered campus-wide attention and engaged students to join the organization, highlighting effective recruitment and promotional abilities.

PROJECTS

PT. Indofood CBP Sukses Makmur Tbk, Noodle Semarang

Oct - Nov 2023

Return of Training Investment - Project Leader

- Led the calculation and optimization of Training Investment Returns, implementing data-driven strategies for increased overall ROI.
- Developed a targeted Training Matrix to prioritize and streamline training initiatives based on urgency and relevance.

PT. Indofood CBP Sukses Makmur Tbk, Noodle Semarang

Jul - Aug 2023

SOP Development for Interdisciplinary Sanction Implementation - Project Leader

- Led the creation of concise Standard Operating Procedures (SOPs) as Project Leader, aligning disciplinary sanctions with legal statutes, company regulations, and employment agreements.
- Ensured strict adherence to legal standards by developing SOPs that align with applicable laws, company policies, and employment agreements, establishing a robust framework for fair and lawful disciplinary actions.

PT. Indofood CBP Sukses Makmur Tbk, Noodle Semarang

May - Jun 2023

Optimizing Motorcycle Parking Access Flow - Project Leader

- Led the optimization of motorcycle parking using AutoCAD, ensuring efficient space utilization and implementing safety enhancements.
- Innovatively integrated safety measures into the parking layout, addressing concerns and optimizing motorcycle access flow.

PT. Indofood CBP Sukses Makmur Tbk, Noodle Semarang

Apr - May 2023

Designing a Blueprint for Cooperative Building, Warehouse, and Distribution Office

- Project Leader

- Took charge of optimizing spatial design using AutoCAD, ensuring the cooperative building, warehouse, and distribution office layout maximized efficiency and functionality.
- Demonstrated proficiency in collaborative design as the Project Leader, fostering effective communication and coordination among team members for successful project execution.

International Law Students Association, University of Sumatera Utara

Sept 18, 2021

Webinar : Impact of U.S. - China Rivalry in the South China Sea on Regional Stability in Southeast Asia - Project Leader

- Organized and hosted the high-impact titled “*Dampak Rivalitas Amerika Serikat dan Tiongkok di Laut China Selatan terhadap Stabilitas Kawasan di Asia Tenggara*”.
- Successfully attracted and engaged a diverse audience from across Indonesia, with a remarkable total participation of nearly 600 attendees.

TRAINING

PT. Indofood Sukses Makmur Tbk, Jakarta

Oct 27, 2023

Job Evaluation & Behavioral Event Interview

- Advanced proficiency in job evaluation methods, aligning roles with organizational goals.
- Mastery in Behavioral Event Interview techniques for improved talent acquisition.

Perhimpunan Advokat Indonesia (Peradi) - University Of Indonesia

Oct - Dec 2022

Pendidikan Khusus Profesi Advokat (PKPA)

- Successfully completed specialized training in the legal profession, gaining in-depth knowledge and skills essential for effective advocacy.
- Attained specialized education in the legal field, equipping me with advanced expertise and insights crucial for professional legal practice.

Lembaga Konsultasi dan Bantuan Hukum Universitas Sumatera Utara

Nov, 13 2021

Pelatihan Pembuatan Legal Memorandum

- Completed training focused on the meticulous creation of legal memoranda, honing skills in research, analysis, and effective communication within a legal context.
- Acquired specialized training in the formulation of legal memoranda, showcasing proficiency in presenting complex legal issues in a clear and concise manner.

Badan Arbitrase Nasional Indonesia (BANI)

Nov 10, 2021

Pelatihan Penyelesaian Sengketa Arbitrase

- Completed comprehensive training in the resolution of disputes through arbitration, gaining expertise in navigating the intricacies of arbitration processes.
- Acquired specialized skills in arbitration dispute resolution, showcasing proficiency in effectively managing and resolving legal conflicts through arbitration methods.

PUBLICATIONS

Medan Pos

Aug 14, 2021

Headline : “*Sosialisasi tentang Pertanggungjawaban Perdata dalam Penegakkan Hukum Lingkungan di Desa Marendal II Kecamatan Patumbak, Kabupaten Deli Serdang*”

Link : <https://medanposonline.com/seputar-medan/dosen-fh-usu-adakan-pengabdian-masyarakat-di-deli-serdang/>

Badan Amal Zakat Nasional (BAZNAS)

Nov 19, 2020

Headline : “*Peserta beasiswa BAZNAS buka kelas edukasi online untuk anak-anak kurang mampu*”.

Link : <https://baznas.go.id/pendistribusian/beasiswa/4224-peserta-beasiswa-baznas-buka-kelas-edukasi-online-untuk-anak-anak-kurang-mampu>

CERTIFICATES

Perhimpunan Advokat Indonesia (Peradi), Jakarta, ID
Ujian Profesi Advokat (UPA)

May 15, 2024

Kesuma English Institute, Pekanbaru, ID
ToeFl PBT, Score: 550

Nov 2023 - Nov 2025

Perhimpunan Advokat Indonesia (Peradi), Jakarta, ID
Pendidikan Khusus Profesi Advokat (PKPA)

Oct - Dec 2022

University Of Michigan, Online Course
Successful Negotiation: Essential Strategies and Skills

2021

Duke University, Online Course
Behavioral Finance

2021

Google, Online Course
Foundation of Project Management

2021

Columbia University, Online Course
Economics of Money and Banking

2021

Google, Online Course
Financial Markets

2021

ACHIEVEMENTS

Best Motivation “Kata Milenial Indofood Noodle Division”

2023

Awardee of Badan Amal Zakat Nasional, Jakarta, ID

2021

Awardee of Albukhary Foundation, Kuala Lumpur, MYS

2021