

HANAFI ZUHRI

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ABOUT ME

A law graduate of Universitas Andalas with a good interpersonal skills and academic record (GPA. 3.84), with 1 year working experience in the legal field, and currently working as Legal Staff at North Sumatera Chamber of Commerce & Industry supported with demonstrated communication skills and ability to work independently or in a team, possessing a set of strong skills and knowledge in the legal field. I am used to reviewing, analyzing, and drafting various legal documents, conducting legal research & analysis, handling permit/licensing, and supported with relevant certification (PKPA) and a good command of English.

EDUCATION

Universitas Andalas

Aug 2018 – Sep 2022

Bachelor of Law

Award & Achievement:

- Awards: Campus Activist Star of Universitas Andalas, an award given by university to the graduates who managed achieving at least 3.50 GPA and actively involved in organizational activities on 5th Graduation in 2022 (Only awarded to 15 graduates)
- Completed four-year study in Faculty of Law with Predicate of Cum Laude (GPA. 3.84)

WORK EXPERIENCE

North Sumatera Chamber of Commerce & Industry (KADIN) – Legal Staff

Nov 2024 – Now

- Actively conducting in-depth legal research on various laws, specifically in the field of corporate and labor law
- Providing legal drafting, analysis, and review on various legal documents such as agreements and MoU with other parties and institutions.
- Responsible in handling Legal Permit & Licensing specifically in corporate-related fields
- Managing and documenting various legal documents in North Sumatera Chamber of Commerce & Industry

Erwinsyah Dimiyati Lubis & Associates Law Office – Legal Trainee

Mar 2024 – Nov 2024

- Assisting and supporting the associates in conducting legal assistance for clients (Litigation & Non-Litigation)
- Contributing in drafting and managing various legal documents such as agreements, contracts, lawsuits, and other legal documents
- Participating in in-depth legal analysis and research on some legal documents in accordance with current provisions

ORGANIZATIONAL EXPERIENCE

AIESEC in Universitas Andalas – Vice President

Feb 2021 – Jan 2022

- Possessing responsibility in leading a department organizing overseas internship program by AIESEC named Global Talent and working as an organization's representative.
- Monitoring and managing all required documents for organizational affairs, including legal-related documents
- Responsible for reviewing and drafting bilingual contracts/agreements for foreign partners and stakeholders

AIESEC in Universitas Andalas – Coordinator Manager**Feb 2020 – Jan 2021**

- Handling a team consist of members working and executing annual plans set up by Vice President.
- Reviewing and handling various documents, contracts, and agreements, specifically for organizational stakeholders such as foreign partners and customers

CERTIFICATION

- Secondary Special Education for Advocate Profession “Contempt of Court and Ethics of Court Proceedings” by Perhimpunan Advokat Indonesia (PERADI)
Issued, 2024
- Special Education for Advocate Profession (PKPA) by Dewan Pengacara Nasional Indonesia (DPN Indonesia)
Issued, 2023

SKILLS

- Soft Skill : Communication, Collaboration, Working Independently or In a Team, Analytical Thinking, Detailed-Oriented, Problem Solving
- Hard Skill : Legal Drafting, Legal Analysis, Legal Research, Legal Documentation, Permit & Licensing
- Software : Microsoft Office (Word, Excel, etc), Google Suite (Spreadsheet, GForm, GSlide, etc),
- Bahasa : Bahasa Indonesia (Native) & English (Fluent)