

Jakarta, 10 September 2025

Tia Tasia Zein
Central Jakarta
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To:

Recruitment Team / Managing Partner

Hendarsam Marantoko & Partners (HMP Law Firm)

Plaza Basmar 2nd Floor, Room 2.6, Jl. Mampang Prapatan Raya No. 106, Jakarta Selatan, 12760

Subject: Interest in Joining as Junior Associate/Paralegal/Intern

Dear Sir/Madam,

I'm writing to express my interest in joining HMP Law Firm as a Junior Associate. While I'm aware there may not be a current recruitment program, I would be honored if you could kindly consider my application for any available opportunities, including Paralegal or Intern Associate positions.

I admire HMP Law Firm's strong reputation in litigation and advocacy, especially its focus on defending clients' rights and delivering effective legal solutions. My background in dispute facilitation at BPKN RI and notarial practice has given me practical skills that I'm eager to apply in your esteemed firm.

I hold a Master of Notarial Law (2024) and a Bachelor of Law (2020), and I have recently completed the Special Education for the Advocate Profession (PKPA, 2025). My professional background includes working at the National Consumer Protection Agency (BPKN RI, 2024–2025), where I facilitated consumer dispute resolutions, prepared commission and plenary meeting materials, and coordinated with ministries, agencies, and private institutions. Previously, at a Notary/PPAT Office (2021–2022), I gained practical experience in notarial deed preparation, OSS/AHU licensing, fiduciary and mortgage registration, and direct client engagement.

Through these roles, I have developed strong competencies in legal drafting, legal research, dispute facilitation, and inter-agency coordination. I admire HMP Law Firm's reputation in providing quality legal services and I'm eager to contribute meaningfully while further developing my legal expertise under your guidance.

I would be honored to have the opportunity to discuss how my education and experience may align with the firm's practice areas. Enclosed are my curriculum vitae and supporting documents for your kind review. Thank you very much for your time and consideration.

Sincerely,



Tia Tasia Zein

TIA TASIA ZEIN

Junior Associate

📍 Central Jakarta | 📞 0822-7722-2187 | ✉️ tiazein7@gmail.com | 🔗 [linkedin.com/in/tiatasiazein](https://www.linkedin.com/in/tiatasiazein)

PROFILE

Master of Notarial Law and Bachelor of Law graduate with hands-on experience in consumer dispute facilitation at the National Consumer Protection Agency (BPKN RI) and deed preparation & corporate legal services at a Notary/PPAT office. Completed the **Special Education for the Advocate Profession (PKPA)**. Skilled in **legal drafting, legal research, mediation/facilitation, and inter-agency coordination**. Detail-oriented, communicative, and eager to support litigation and non-litigation teams.

PENGALAMAN KERJA

Legal & Dispute Facilitation Staff – Complaints & Advocacy Commission, BPKN RI

Central Jakarta / May 2024 – May 2025

- Received, analyzed, and facilitated consumer dispute resolution both offline and online through win-win and consensus-based approaches.
- Achieved 43 resolved cases out of 59 complaints, restoring consumer rights in 21 cases.
- Prepared weekly commission and plenary meeting materials, summarizing staff follow-ups for senior management.
- Coordinated closely with business operators and ministries/agencies (Ministry of Tourism & Creative Economy, Ministry of Religious Affairs, BPJPH, PT Mayora, Universitas Bung Karno, Bank BTN) to strengthen consumer protection efforts.

Legal Assistant – Notary/PPAT Office

Banda Aceh / Feb 2021 – Mar 2022

- Drafted and prepared notarial deeds (establishment, amendments, dissolution, bank loan agreements).
- Interacted directly with clients and bank customers to explain and execute deed signing.
- Managed OSS/AHU online licensing, fiduciary & mortgage registration, and client tax obligations.
- Conducted legal research on corporate and civil law to support deed preparation.

EDUCATION

- Master of Notarial Law (M.Kn.) – Syiah Kuala University, 2022 – 2024
GPA 3.85 | Notarial Practice & Civil Law
- Bachelor of Law (S.H.) – State Islamic University Ar-Raniry, 2016 – 2020
GPA 3.59 | Concentration in Legal Studies | Academic Achievement Scholarship, 2019

CERTIFICATIONS & TRAINING

- **Special Education for the Advocate Profession (PKPA)** – Hukum Online, August 2025
- **Paralegal Training** – Aceh People’s Advocacy Foundation, Jan 2022
- **Legal Opinion Training** – Advokat Konstitusi, June 2022
- **Legislative Drafting** – Advokat Konstitusi, July 2022

COMPETENCIES

- **Legal Skills:** Legal drafting & contract review, deed preparation, dispute facilitation, legal research, OSS/AHU, fiduciary, mortgage registration.
- **Soft Skills:** Communication, negotiation, teamwork, time management, adaptability.
- **Languages:** English (B1 – Intermediate), Arabic (B1 – Intermediate).
- **Technology:** Microsoft Office (Word, Excel, PowerPoint), digital document management.



PERADI
PERHIMPUNAN ADVOKAT INDONESIA
INDONESIAN ADVOCATES ASSOCIATION

Nomor: 07-06535/PERADI-PKPA/VIII/25

Dengan ini dinyatakan bahwa:

Tia Tasia Zein, S.H.

telah mengikuti Pendidikan Khusus Profesi Advokat ("PKPA") sesuai dengan Pasal 2 ayat (1) Undang-undang Republik Indonesia Nomor 18 Tahun 2003 tentang Advokat yang diselenggarakan pada tanggal 13 Agustus 2025 sampai dengan 28 Agustus 2025 diselenggarakan bekerja sama dengan Fakultas Hukum Universitas Yarsi, Jakarta

Jakarta, 29 Agustus 2025

Perhimpunan Advokat Indonesia

Prof. Dr. Otto Hasibuan, S.H., M.M.
Ketua Umum



Dr. H. Hermansyah Dulaimi, S.H., M.H.
Sekretaris Jenderal