



JIHAN AVIDA

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Jakarta Selatan

Experienced legal professional with a strong legal compliance, document drafting, and project management background. Adept at liaising with governmental agencies and stakeholders to ensure business compliance. Skilled in supporting company establishment and coordinating events, including industry conferences. Committed to delivering high-quality legal support and maintaining ethical standards in all endeavors.

Work Experiences

PT Alma Indonesia Raya/BIDBOX - Jakarta

Dec 2021 - Jun 2025

Legal Officer - Operational Admin

A licensed futures advisor company that provides education and Expert Advisor trading software in Cryptocurrency, Commodity Futures Trading based on Futures Contracts, Sharia Derivative Contracts, and other Derivative Contracts.

- Assisted in the establishment of a licensed futures advisor company, ensuring all legal requirements and business licenses were obtained;
- Drafted and managed legal documents, maintaining compliance with government policies;
- Liaised with ministries, governmental agencies, and stakeholders;
- Managed projects and coordinated with the internal IT team and external IT teams;
- Arranged meetings and events, including but not limited to private meetings with stakeholders, investors; and discussions with governmental agencies;
- Arranged for BIDBOX's participation at Coinfest Asia 2024; and
- Managed assets and petty cash worth more than 10,000 USD.

Waruwu & Partners - Jakarta

Jul 2021 - Sep 2021

Junior Associate

- Maintained all responsibilities given as a Trainee Associate with escalated responsibility;
- Prepared and hosted a podcast episode for the office's podcast account discussing about the new regulation related to employment, specifically about part-time work and freelancer; and
- Drafted a legal opinion related to foreign document legalization and its procedures.

Waruwu & Partners - Jakarta

Apr 2021 - Jun 2021

Trainee Associate

- Maintained all responsibilities given as a Paralegal;
- Drafted up to 3 fee proposals per month for prospective clients related to the company's legal services;
- Handled the application of 2 foreigners related to their foreign employment permit, limited stay visa, and other immigration arrangements;
- Handled at least 3 clients at a time, as their legal retainer; and
- Consulted directly with government agencies/officials (Kementerian Investasi/BKPM, Kementerian Perdagangan, Kementerian Kesehatan, Sekretariat Negara, Pengadilan Negeri, BPOM, Immigration Offices, and more) related to various permits.

Waruwu & Partners - Jakarta

Oct 2020 - Mar 2021

Paralegal

- Maintained all responsibilities given as an Intern;
- Assisted the senior associates in drafting legal due diligence reports and legal opinions;
- Assisted a senior associate in handling and winning an Industrial Relations Dispute and Settlement related to an unlawful process of dishonorable dismissal of a private company's CEO worth more than 1 billion Rupiah;
- Maintained good legal compliance of retained clients' businesses;
- Liaised the office's need for notarial acts with a Notary office;
- Prepared legal documents for license/permit applications, such as but not limited to foreign employment and immigration arrangements;
- Created 1 infographic per month related to the latest legal issues or basic legal knowledge; and
- Curated engaging legal-related social media content.

Waruwu & Partners - Jakarta

Oct 2019 - Sep 2020

Intern

A boutique law firm specializing in corporate law.

- Assisted senior associates by conducting extensive legal research related to various subjects needed for daily discussions, legal document drafting, legal opinions, and other matters that the law firm may require;
- Assisted senior associates in preparing due diligence documents for one of HIMBARA Banks' due diligence reports;
- Assisted senior associates in preparing court documents, and also attended the court hearing related to bankruptcy lawsuit;

- Assisted senior associate in preparing documents for permit application including but not limited to Single Business Number (Nomor Induk Berusaha - NIB), Business License (Surat Izin Usaha Perdagangan - SIUP), Limited Stay Visa (Visa Tinggal Terbatas), Taxpayer Identification Number (Nomor Pokok Wajib Pajak - NPWP); and
- Assisted senior associates in preparing contracts, cross-checking documents' legal aspects to current regulations, and checking for typography and inconsistencies of definitions.

Education Level

Universitas Indonesia - Depok

Jul 2016 - Aug 2020

Bachelor Bachelor of Law (Sarjana Hukum - S.H.), 3.46/3.99

- English Development staff of the Organization Body for Asian Law Students' Association Local Chapter Universitas Indonesia (ALSA LC UI) year 2016-2017;
- Participated in national-level moot court competitions.

SMAN 28 Jakarta - Jakarta

Jun 2013 - Jun 2016

High School Diploma

- Joined art and theatrical performances extracurricular;
- Volunteered as a part of make-up artists team for the schools theatrical performance; and
- Volunteered as a fundraiser for theatrical extracurricular.

Organisational Experience

Asian Law Students' Association (ALSA) - Indonesia

Dec 2016 - Nov 2017

Staff of English Development

ALSA LC UI is one of the 15 Local Chapters of ALSA Indonesia, specifically founded as an international organization for law students in Asia.

- Assisted the English Development team of the Asian Law Students' Association's monthly and weekly events related to the English development's goals;
- Taught a weekly English course in an orphanage;
- Arranged routine internal and external discussions in English related to legal issues;
- Appointed Project Officer for the ALSA's internal "bidding for ALSA 21st National English Competition Project Officer" event to elect the Project Officer; and
- Appointed Project Officer for the Asian Law Students' Association internal "english games day" event to learn English in a fun way and socialize with other members.

ALSA 21st National English Competition - Indonesia

Vice of Social Media Coordinator

ALSA National English Competition, known as ALSA E-Comp is a national-level competition held by ALSA LC UI. Ever since its first event in 1995, it has gained popularity as the largest and most awaited English competition in Indonesia targeted for senior high school and varsity students from all over Indonesia.

- Assisted the Social Media Coordinator in planning content for the event;
- Created and published English contents and announcements for social media channels;
- Documented the events for live updates on social media (Instagram, Twitter, and LINE); and
- Supervised the staff of Social Media;

ALSA 20th National English Competition - Indonesia

Vice of Fundraising Activity Organizer

- Organized a fundraising activity such as selling goods and snacks around the campus, weekly bazaar, bazaar at Car-Free-Day, garage sale, and such; and
- Managed initial capital and raised around Rp1.000.000/week.

Skills & Other Experience

- **Modules Taken** (2021): Pendidikan Khusus Profesi Advokat (PKPA) held by Perhimpunan Advokat Indonesia (PERADI)
- **Modules Taken** (2023): SGB Virtual Assistant Batch 15 (28 Nov - 15 Jan) by SGB Online Course.
- **Hard Skills:** Tech-savvy and quick in understanding softwares to help productivity (example: Trello, Notion, Teams, Suite), in-depth research ability, basic bookkeeping, and blockchain knowledge
- **Soft Skills:** Great communication skills that helps with liaising different people including governmental officers and leaders, good work ethics, and strong sense of responsibility, good stress and time management.