



[RAZIN ARDI SHIDIQ]

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Summary

Razin graduated from the Master of Notary Program at the Faculty of Law, University of Indonesia, with interest in civil law, corporate law, and land law. Razin has experience as a notary staff, responsible for drafting various Notary/PPAT deeds, reviewing agreements, providing legal consultations, conducting legal research and demonstrating strong skills in critical thinking, communication, teamwork, as well as the ability to work under pressure.

Education

UNIVERSITY OF INDONESIA (2023 - 2025)

Master of Notarial Law - GPA 3,30

SINGAPERBANGSA KARAWANG UNIVERSITY (2018 - 2022)

Faculty of Law - GPA 3,54

Training & Certification

Merger & Acquisition in Practice Batch V – ET-Asia Legal Education & Training (March 2026)

- Preparatory work for M&A (basic understanding and procedures of M&A, acquisition agreement, due diligence, indemnification & terminatory), asset transfer & restructuring, deal in action, and post merger integration;

Training and Certification of Contract Drafter – Hukum Online & Justitia Training (March 2026)

Assessed and Certified by Badan Nasional Sertifikasi Profesi (BNSP)

- Basic understanding of contract law, contract drafting and review, contract negotiation and finalization techniques, bilingual contract drafting, contract dispute resolution strategies, simulation and coaching sessions;

Legal Due Diligence Training – ET-Asia Legal Education & Training (February 2026)

- Basic understanding of legal due diligence, document review, analytics, reporting and communication of legal due diligence, leveraging legal due diligence for strategic decision making and negotiation, simulation and coaching sessions.

Work and Internship Experience

DEWI ANDRIANI, S.H., M.H NOTARY OFFICE

(November 2024 – April 2026)

Notary Staff

- Providing legal consultations related to client interests, information about notarial and PPAT deeds and communicate with clients from the deed making process until the deed signing process is complete;
- Drafting types of Notary and PPAT Deeds such as deeds of sale and purchase of land, division of inheritance, division of joint rights to land, establishment and changes of limited liability company, establishment of associations, establishment of limited partnerships, sale and purchase of shares, and other agreements;
- Accessing the online single submission (OSS) system for the issuance of a business identification

number (NIB) and the general legal administration (AHU) online system for reporting the deeds of establishment and amendments to business entities;

- Accompanying the notary in the procession of reading and signing the deed, preparing documents, and documenting the contract.

MINISTRY OF AGRARIAN AND SPATIAL PLANNING/BPN RI

(July 2021 - October 2021)

Directorate General of Land Titling and Registration

- Checking the land book and ensuring that it meets the criteria to be entered into web validation;
 - Learning the flow and process of first-time land rights registration, rights recognition and rights affirmation;
 - Learning the flow and process of determining the extension of land rights, encumbering land rights and roya electronically.
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Organization Experience

HEAD OF ACADEMIC DEPARTMENT

(February 2024 - March 2025)

Association Of Master's Students In Notary Law, University Of Indonesia

- In charge of the education and research division as well as the career development division that makes knowledge and scientific development activities, academic tenters, discussions, research and education as well as Notary / PPAT practical training.

HEAD OF ACTION AND STRATEGY STUDIES DEPARTMENT

(January 2020 - December 2020)

Student Executive Board, Faculty Of Law, Singaperbangsa Karawang University

- Conducting comprehensive research on a wide range of issues, organizing academic discussion forums to enhance the intellectual capacity of students and proactively addressing emerging issues at the campus, community, and national levels.

RESEARCH AND DEVELOPMENT DIVISION

(January 2019 - November 2019)

Moot Court Community Faculty Of Law, Singaperbangsa Karawang University

- Carrying out activities to develop internal knowledge, science and insights through literacy, discussion, research and education.
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Skills & Competencies

- **Technical Skills** : Drafting and reviewing agreements, legal consultation, legal research, microsoft office (Word, Excel, PPT).
- **Soft Skills** : Communication, critical thinking, and teamwork.