



AKBAR RIZKY RAMADHAN, S.H.

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COMPETENCE AND ABILITY

Technical: Legal Opinion, Legal Drafting And Review, Legal Preparing Trial Documents, Legal Assistance, Intellectual Property Right, Bankruptcy & Suspension of Debt Payment, Restructuring Obligations.

Languages: Fluent in Bahasa Indonesia, Intermediate Proficiency in English

Tools & Technologies: Microsoft Office, Outlook, Zoom, Canva

Interpersonal: Team Leadership, Team Management, Emotional Intelligence, Good Communication, Adaptable, Problem Solving, High Integrity, Negotiation, Analytical Thinking, High Self Motivated

WORKING EXPERIENCE

Law Offices Mandiro Wibowo (MW) & Partners – South Jakarta, Indonesia

Junior Associate

December 2022 – Currently

- Prepare documents for civil trials, Bankruptcy and Suspension of Debt Payment Obligations
- Provide legal opinions, and draft agreements for clients.
- Prepare company documents for the General Meeting of Shareholders (GMS), Circulars, as well as the transfer and sale of company shares.
- Conduct trademark research and registration (Intellectual Property Right).
- Take notes and represent Founders and/or partners in meetings with clients, government agencies and/or third parties to represent client interests.
- Accompany and assist Founders or Partners in holding trials in court.
- Providing assistance and accompanying clients during police investigations in criminal cases.

Hotel Mega Anggrek & Hotel Samala – West Jakarta, Indonesia

HR & Legal Officer

March 2022 – December 2022

- Coordinate with all departments and other employees to carry out the company's vision & mission through work programs that have been made to run well and get maximum results.
- Reviewing and drafting cooperation agreements with vendors/third parties.
- conduct pre-General Meeting of Shareholders (GMS) to compile files such as data on company shares and shareholders required for the General Meeting of Shareholders (GMS).
- add required permissions for hotels both online and offline.
- sort legal documents from earliest to newest.
- Create and review both new employees and contract extensions in accordance with applicable regulations.
- Recruit & interview employees and provide training/instruction before work.
- conduct training programs for schoolchildren & certificates.
- perform administration & payroll (salary, overtime, incentives, compensation, BPJS).

Direktorat Jenderal Perlindungan Konsumen Dan Tertib Niaga (Kementerian Perdagangan Republik Indonesia) – Central Jakarta, Indonesia

Legal Intern, Consumer Protection Legal Consultant

May 2021 - July 2021

- receive consumer complaints reports and make minutes of the complaint reports for follow-up, make clarification calls to business actors
- mediate with consumers and business actors on reports of consumer complaints against business actors
- make legal opinions on consumer reports on violations committed by business actors by analyzing consumer protection laws
- receive and provide legal consultation on consumer protection legal issues to consumers, business actors, the police and other parties

EDUCATION

PENDIDIKAN KHUSUS PROFESI ADOKAT (PKPA) & UJIAN PROFESI ADOKAT (UPA)	
Ujian Profesi Advokat Peradi (UPA)	<i>(Graduated) August 2023</i>
PKPA Perhimpunan Adokat Indonesia (PERADI)	<i>February – March 2023</i>
Ujian Profesi Advokat (UPA)	<i>(Graduated) September 2022</i>
PKPA Dewan Pengacara Nasional Indonesia (DPN INDONESIA)	<i>August – September 2022</i>

UPN Veteran Jakarta – Jakarta, Indonesia	
<i>Graduated Law Student, Law, Cumulative GPA: 3.77/4.0</i>	<i>2018 – 2022</i>
SMK N 45 Jakarta – Jakarta, Indonesia	
<i>Graduated, Cumulative GPA: 30, 45</i>	<i>2015 – 2018</i>
SMP N 189 SSN Jakarta – Jakarta, Indonesia	
<i>Graduated, Cumulative GPA: 36,25</i>	<i>2012 – 2015</i>
SDN Srengseng 04 – Jakarta, Indonesia	
<i>Graduated, Cumulative GPA: 22.95</i>	<i>2006 – 2012</i>

VOLUNTEERING EXPERIENCES

Kuliah Umum Hukum Perlindungan Konsumen (Direktorat Jenderal Perlindungan Konsumen Dan Tertib Niaga x Fakultas Hukum UPN Veteran Jakarta)	
<i>Supporting Division Crew</i>	<i>15th June 2021</i>
responsible for the necessary tools such as zoom meeting rooms, laptops, audio speakers, taking notes related to questions and conclusions from public lectures	

Campus Expo SMK N 45 Jakarta	
<i>committee and speaker</i>	<i>January 2019 & January 2020</i>
<i>preparing the expo campus venue, preparing sound speakers, microphones and invitations to SMK N45 jakarta students</i> <i>provide motivation and direction to students who are interested in continuing higher education at state universities</i>	

Yang bertandatangan,



Akbar Rizky Ramadhan,S.H.