

LUZMAN QASHMAL

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PROFILE

Legal Officer with nearly 3 year of experience monitoring all corporate licensing, permit and regulatory compliance requirements, as well as experience in drafting agreements and monitoring the legal aspects of their implementation. Experienced in identifying legal events and legal risks, and reporting legal issues to management for corrective actions. Also experienced in mitigating employment law risks and potential industrial relations disputes in order to support the protection and reputation of the company.

EDUCATION

Universitas Lampung

July 2019–February 2023

Bachelor degree of law

- GPA: 3,96/4,00
- Thesis Title: Juridical Review Related To Community Data Rights As A Result Of Apartment Construction (A case study of an apartment in the Medang Village, Tangerang Regency)

WORK EXPERIENCES

PT Surya Toto Indonesia Tbk.

June 2023 – Present

Leader Group – Legal Officer&Public Relations (HRD&GA Dept)

Job experience & liability

1. Monitored corporate licensing and permit requirements, including 174 operational unit permits, 38 legal documentation permits, and 22 type of employee competency certification permits in compliance with applicable regulations.
2. Monitored and ensured compliance with 91 regulations law relevant to law of company operations.
3. Drafted and reviewed 42 cooperation agreements, including monitoring their legal implementation and compliance.
4. Supported 10 type of audit external activities and internal audit to ensure regulatory adherence and legal operational compliance.
5. Prepared 10 legal opinion documents related to legal events and recommended legal actions for management decision making.
6. Provided legal support in employment matters, including counseling for 25 employees and assisting in mitigating potential industrial relations issues.

Jobdesk & liability

1. Assisted judges in drafting the 10 frame legal fact of court before decisions law.
2. Organized and compiled case Organized and compiled case files and court rulings law 40 files and court rulings law.
3. Observed and studied more than 7 case industrial relation, civil and criminal law of proceedings from court.

Training

Internal company training

1. War against Waste motion,transport,time- March 2026
2. Supervisi Efective -December 2025
3. Effective Communication - May 2025
4. Work Ethic and Integrity Training Development - Apr 2024
5. Time Management Training - Sept 2023
6. Coaching and Counseling - Feb 2025
7. Developing employe Training - July 2025
8. Team Leadership - Oct 2023
9. Quality Control Circle (GKM) Training Level 1–7 - March 2024
- 10.Occupational Health and Safety (OHS) ISO 45001 with SAI Global - Feb 2025
- 11.5S Global and 5S Global Evaluation Methods - Nov 2023
- 12.Firefighting Training - Sept 2023

Certified Independent Studies and Course

1. Professional Advocate Training (PKPA) with Advocate Examination Completion (UPA) – National Council of Indonesian Advocates, May 2024
2. Mini course legal officer - PT. Akses Informasi Indonesia, March 2022
3. Future leader and organization - FSF UGM, Dec 2021
4. Study Program Training in Soft Skills and 11 Human Resource Management Competency Units – National Movement for Competent Indonesia (GNIK), July 2022
5. Alternative dispute resolution law in summer course - FH USU and world class university, July 2022
6. Mini School Human Resource – Rise, Sept 2022
7. Exclusive training contract drafting - PT. Akses Informasi Indonesia, Nov 2021
8. KMMI E-court (pengadilan elektronik) - LP3M Unila course, Oct 2021
9. Legal opinion school - FH UII, August 2021
- 10.English Proficiency Training with Duolingo Learning Method – Language Training Unit (UPT Bahasa), August 2022
- 11.Increasing Productivity with Microsoft Excel – Skill Academy, March 2020

ORGANIZATIONAL AND EVENT EXPERIENCES

1. Quality Control Circle (GKM) HRD,HSE&GA Section with PDCA
Head leader team Aug 2024- July 2025

Result : Successfully reduced 52 % employee warning letters (SP) through strengthened compliance monitoring of company regulation

- a. Led the team to identify all problems within the HRD, HSE & GA Department.
- b. Led the team to analyze all possible causes of the problems.
- c. Led the team to determine the dominant/root causes.
- d. Led the team to develop effective improvement plans.
- e. Led the team to implement corrective actions.
- f. Led the team to evaluate and research the results of improvements.
- g. Led the team to standardize successful improvement outcomes.

2. Forum Silaturahmi Studi Islam (FOSSI)
Head section of KLIK January 2021 – January 2022

Result: Successfully examined legal and Islamic issues and developed 30 content concepts

- a. Led the team to update and analyze current legal and Islamic issues.
- b. Led the team to develop discussion plans on contemporary Islamic ,societal and legal issues.
- c. Led the team to organize and facilitate study sessions with invited speakers.
- d. Coordinated with the Media & Branding division to update related issue content on social media.

3. Center for Legal Assistance Studies (PSBH)
Staff Alumni Kerjasama January 2021 – January 2022

Result : Assisted in organizing the big event National Moot Court Competition (AHT) and served as a committee member in collaboration with PSBH alumni and external parties.

- a. Built and maintained partnerships with external stakeholders.
- b. Organized meetings with alumni to strengthen engagement.
- c. Supported alumni involvement in organizational development.

4. University Student Representative Council (DPM U)
Commission II – Legislation Staff March 2020- January 2021

Result : Received the most active Staff Award and assisted in implementing the work programs of DPM U commission II

- a. Analyzed university and government regulations.
- b. Conducted hearings to collect student aspirations.

SKILLS

- Soft skill : Integrity, Communication , Design thinking, Emotional Intelligence (EQ), Emotional resilience, Adaptability, Critical creative thinking, Service orientation, Digital technology literacy, Public relation.
- Hard skill : Legal contract review, Legal advice, Legal Compliance and Governance, Legal public relation.