

ADIVA VASYA MAHIRA

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Jakarta Selatan

Law graduate with hands-on experience in corporate legal operations, contract review, and litigation support. Demonstrated ability to manage legal documentation, ensure regulatory compliance, and coordinate with external counsel to resolve legal matters effectively.

Work Experiences

PT Gemawidia Solusi Komputer - Jakarta, Indonesia Jun 2024 - Present

Legal Corporate

- Draft, review, and revise contracts, agreements, and corporate documents to ensure compliance with statutory and regulatory requirements.
- Coordinate with external legal counsel to manage and resolve corporate legal issues efficiently.
- Maintain and update the government licensing web portal to ensure timely renewal and submission of company permits.
- Standardized document management processes, reducing retrieval time and improving compliance readiness.

Ministry of Agrarian Affairs and Spatial Planning/National Land Agency - Jakarta, Indonesia Jul 2023 - Aug 2023

Legal Internship

- Assisted seniors to review land measurement data documents in several regions and corrected documents for inaccuracies in numbers in the National Land Agency's application.
- Compiled and sorted land parcel numbers from the land measurement results listed in the land measurement certificate.
- Organized land registration documents into files according to categories and labeled them based on location and identification of land parcels, ensuring systematic storage and easy retrieval of information.

Otoritas Jasa Keuangan - Jakarta, Indonesia Nov 2022

Litigation and Legal Aid Internship

- Compiled and prepared case files and litigation documents used in court proceedings, including evidence, laws and regulations, and other related materials.
- Created tables and details related to evidence that will be used in court to facilitate the preparation and presentation of cases in court.
- Participated in legal hearings to observe courtroom dynamics, procedures, and legal arguments.

Education Level

Universitas Trisakti - Jakarta, Indonesia Sep 2020 - Feb 2024

Bachelor of Law

- 1st Winner of the Internal Moot Court Competition Dekan Trophy Trisakti University Faculty of Law 2021
- Best Legal Expert Witness of Internal Moot Court Competition Dekan Trophy Trisakti University Faculty of Law 2021

Organisational Experience

Student Executive Board Staff Trisakti University Faculty of Law - Jakarta, Indonesia Jul 2022 - Apr 2023

Advocacy Bureau Secretary

- Collected aspirations from law students regarding complaints, suggestions, and criticisms that will be submitted to the faculty to provide solutions and be corrected.
- Disseminated important announcements and information to law students, utilized various communication channels such as bulletin boards and social media to ensure broad awareness and participation.

Sekretarian Parlemen Faculty of Law - Jakarta, Indonesia Feb 2021 - Dec 2021

Staff of Student Welfare and external relations

- Built a suggestion-box-system on Gform to collect and respond to student aspirations, concerns, and feedback effectively.
- Provided transparent communication with students regarding the results of their feedback, provided updates on actions taken and progress made in addressing their concerns, and implement recommended improvements.