

Fadila Muhammad Kamajaya

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An advocate with experience in legal drafting, litigation, and client consultation, especially in industrial relations and dispute resolution. Known for being detail-oriented, adaptable, and committed to providing effective legal solutions to meet client needs.

EDUCATION

Bachelor of Laws (LL.B.) - Law

Aug 2015 - Mar 2020

Trisakti University, Jakarta

GPA: 3.11

EXPERIENCE

Legal Intern Analyst

Dec 2021 - Jan 2022

Bureau of procurement and management of state property, Ministry of Transportation., Jakarta

- Managing all lawsuits at the ministry of transportation, especially the procurement service bureau and management of state property, Such as making power of attorney, and the identity of the defendants at the ministry of transportation.
- Attending mediation and hearings in district courts and state administrative courts and make reports on the results of trials and mediation.

Legal Intern Analyst

Nov 2021 - Dec 2021

The legal and public relations section of the Secretariat of the Directorate General of land transportation at the Ministry of Transportation., Jakarta

- Preparing meeting reports, and record data in receiving and sending letters to other divisions also assisting in administrative management in the secretariat.

Legal Associate

Jun 2022 - Jan 2026

[Pelita Hukum Law Firm.](#), Jakarta

- **Legal Drafting & Research:** Drafting and reviewing various legal documents such as contracts, power of attorney, and lawsuit letters. Conducting comprehensive legal research on laws, regulations, and case precedents to support case preparation and ensure compliance with applicable regulations.
- **Litigation & Client Representation:** Representing clients in litigation and non-litigation matters, including court hearings, mediation, etc. Providing legal assistance in resolving disputes and collaborating with the legal team to develop effective legal strategies and risk assessments.
- **Client Relations & Business Development:** Building and maintaining strong client relationships by providing timely updates and legal advice tailored to their needs. Participating in business development initiatives, attending networking events, and contributing to marketing strategies to expand the firm's client base.

SKILLS

Legal Skills:

- Legal Opinion & Legal Drafting (Power of Attorney, Lawsuit, Contracts)
- Legal Consultation & Advocacy (Litigation and Non-Litigation)
- Case Management & Mediation

Technical Skills:

- Microsoft Word, PowerPoint, and Excel
- Legal Document Drafting & Administrative Management

Communication & Social Skills:

- Effective Communication & Public Speaking
- Client Relations & Negotiation
- Team Collaboration & Problem Solving
- Adaptability & Critical Thinking

LICENSES & CERTIFICATIONS

Advocate Bar Examination – Passed 2021

PERADI

- Successfully passed the Advocate Bar Examination held by the Indonesian Advocates Association (PERADI), a mandatory requirement to become an advocate in Indonesia.

Advocate Bar Examination – Passed 2021

Dewan Pengacara Nasional Indonesia

- Successfully passed the Advocate Bar Examination organized by Dewan Pengacara Nasional Indonesia, another professional body for advocates.

Special Education for the Advocate Profession 2020

PERADI

- Completed the Special Education Program for the Advocate Profession (PKPA) conducted by PERADI as preparation for the Advocate Bar Examination.

VOLUNTEER

Member Aug 2015

Mock Trials Organization