



Nabilah Cahyani

Attorney at Law

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Jakarta, Indonesia

EXPERIENCE

Attorney at Law

Farida Law Office ↗
06/2024 - Present

- Attending The Trial Court;
- Provide Legal Advice;
- Drafting of contract, partnership agreements and other legal documents;
- Prepare all document needed for legal matters;
- Responsible for maintaining and organizing legal libraries, records and case files;
- Creates and provides reports on client documents;

Legal Associate

Law Firm AS & Partner
11/2020 - 06/2024

- Assist the senior lawyer for handling legal cases including bankruptcy and suspension of payment, private law, industrial relations dispute resolution.
- Drafting of contract, partnership agreements and other legal documents.
- Prepare all document needed for legal matters.
- Responsible for maintaining and organizing legal libraries, records and case files.
- Creates and provides reports on client documents.

Legal Intern

Kejaksaaan Tinggi DKI Jakarta
07/2019 - 07/2019

- Sort, categorize, compile all existing case records.
- Prepare all the files necessary to the prosecutor for a trial.
- Accompany the prosecutor to court.

SKILLS

Microsoft Office	Advanced
Legal Writing	Advanced
Legal Research	Advanced
Legal Drafting	Advanced
Communication	Intermediate
Negotiation	Intermediate

LANGUAGES

Indonesian	Native
English	Intermediate

EDUCATION

Law
Universitas Pembangunan Nasional Veteran
Jakarta
2020
Bachelor of Law
GPA (3.68/4.00)

CERTIFICATES

Advocate License
PERADI
08/2023 - Present