



KHALISHA JAUHARA FATIN PUTRI HASNA

(+62) 82111413977 • khalishajfph@gmail.com
32, Garuda Raya Street, 16451 Depok, West Java
LinkedIn: linkedin.com/in/khalishajfph

SUMMARY

An ambitious and committed legal enthusiast who is majored in Private Law with proven experience in corporate legal operations, regulatory compliance, and legal documentation. Adept at legal research, contract drafting and review, permit handling OSS and providing support in a corporate legal setting. Committed to ensuring regulatory compliance, mitigating legal risk, and supporting cross-functional teams in legal matters.

EDUCATION

2019 – 2023	University of Pancasila <i>Bachelor of Law</i> GPA: 3.76	<i>Jakarta</i>
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NON-FORMAL EDUCATION

Jul 2023	Advocate Profession Special Education Program (PKPA) <i>Hold by PERADI at University of Pancasila</i> Credential ID: 07-03915/PERADI-PKPA/VII/23	
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EXPERIENCE

Sep 2023 – Present	PT Media Telekomunikasi Mandiri <i>Operational Staff</i> - Handled daily operations for a 50+ employee division, including scheduling and ensuring smooth day-to-day activities; - Managed and reviewed operational procedures to ensure alignment with internal policies and regulatory standards; - Ensured compliance with internal documentation standards for financial and travel-related approvals; - Coordinated with internal compliance and related functions to ensure timely completion and accuracy of required operational and regulatory documentation; - Facilitated internal meetings and briefing sessions related to updates on internal policies, procedures, and compliance requirements to ensure organizational alignment.	<i>Jakarta</i>
May 2023 – Sep 2023	PT Trigo Bersama Indonesia (Threego Indonesia) <i>Legal Staff</i> - Drafted and reviewed various legal documents including MoU, PKWT, and event related agreements for event projects, also managed legal documents related to Clients Permit; - Processed company licenses and permits, including OSS submissions and NPWP applications, in line with governmental regulations; - Maintained confidential records and documentation, and confidential information in accordance with firm policies and regulatory guidelines; - Conducted legal research and analysis to to assess regulatory risk exposure related to corporate and event operations; - Coordinated with internal stakeholders and external legal counsel to address legal inquiries, resolve issues, and ensure timely completion of projects; - Maintained proper filing and archiving of legal documents, aligning with confidentiality and audit standards; - Monitoring the duration of the contracts and inform the user that the contract that will be expired.	<i>Jakarta</i>
Jun 2022 – Sep 2022	PT MNC Kabel Mediacom (MNC Play) <i>Legal Intern</i> - Handled company deeds and administrative and office support functions in the legal division, such as maintained legal records, answered high-volume inquiries and email responses; - Organized company deeds list and doing a detailed recap of the agenda; - Assisted legal officer in drafted cooperation agreements, partnership agreements (e-commerce, banks, financial institutions, and overseas channels), contracts related to the company's CSR program, and telecommunications-related contracts; - Assisted legal officer in provided and represented legal opinion to company	<i>Jakarta</i>

	users such as HR, General Affairs, Sales, and Purchasing Division on legal matters;
	• Drafted and refined correspondence, reports, and presentations using the Microsoft Office suite.
Aug 2021 – Sep 2021	Pardede & Partners Law Firm <i>Legal Intern</i> Depok • Researched and drafted opinions for client’s cases; • Handled witness statements and evidence files; • Assisted with litigations and took note of outcomes for cases including statements made; • Drafted opinions, charging documents, prosecution memoranda, stipulations, warrant, and summons request; • Maintained files for ongoing cases and created and updated office database.
ACHIEVEMENTS	
Feb 2021	Finalist of National Moot Court Competition • <i>The 1st Winner NMCC hold by UNIDA</i>
ORGANIZATIONAL	
Des 2020 – Des 2022	Board of Executive Moot Court Faculty of Law University of Pancasila <i>Vice Director</i>
Jan 2021 – Jan 2022	Islamic Spiritual Organization Faculty of Law University of Pancasila <i>Human Resources</i>
Dec 2020	Trainee New Member Event <i>Event Division Member</i>
May 2021	Charity and Donation Ramadhan Event <i>Human Relations Division Member</i>
SKILLS	
• Written and verbal communication skills • Analytical skills • Critical skills • Legal review • Legal drafting	• Legal research • Legal writing • Legal contract • Legal administration • Documents filling • Negotiation skills
	• Risk assessment and compliance • Multi-tasker skills • Microsoft Office (<i>Word, Excel, PowerPoint, Outlook</i>)
LANGUAGE	
LPBB LIA	
• TOEFL	2018
• Intermediate	2019 – 2021



PERADI
PERHIMPUNAN ADVOKAT INDONESIA
INDONESIAN ADVOCATES ASSOCIATION

Nomor: 07-03915/PERADI-PKPA/VII/23

Dengan ini dinyatakan bahwa:

Khalisha Jauhara Fatin Putri Hasna, S.H.

telah mengikuti Pendidikan Khusus Profesi Advokat ("PKPA") sesuai dengan
Pasal 2 ayat (1) Undang-undang Republik Indonesia Nomor 18 Tahun 2003 tentang Advokat
yang diselenggarakan pada tanggal 1 Juli 2023 sampai dengan 15 Juli 2023
diselenggarakan bekerja sama dengan Fakultas Hukum Universitas Pancasila, Jakarta
(Akreditasi "A")

Jakarta, 16 Juli 2023

Perhimpunan Advokat Indonesia

Prof. Dr. Otto Hasibuan, S.H., M.M.
Ketua Umum



Dr. H. Hermansyah Dulaimi, S.H., M.H.
Sekretaris Jenderal

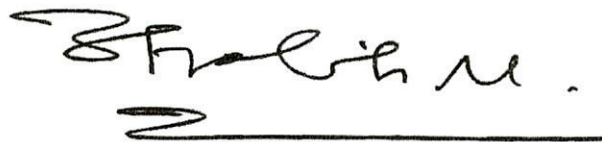
Sertifikat ini diberikan kepada yang bersangkutan setelah menyelesaikan Program Pendidikan Khusus Profesi Advokat berdasarkan Standard Kurikulum PERADI dengan materi-materi tersebut di bawah ini:

NO	MATERI AJAR	SESI
I. Materi Dasar		
1	Fungsi dan Peran Organisasi Advokat	1
2	Sistem Peradilan Indonesia	1
3	Kode Etik Profesi Advokat	3
II. Materi Hukum Acara (litigasi)		
1	Hukum Acara Pidana (Catatan: Metode pengajaran bersifat terapan, yaitu dengan bedah kasus tertentu)	3
2	Hukum Acara Perdata (Catatan: Metode Pengajaran bersifat terapan, yaitu dengan bedah kasus tertentu)	3
3	Hukum Acara Peradilan Tata Usaha Negara (Catatan: Metode Pengajaran bersifat terapan, yaitu dengan bedah kasus tertentu)	1
4	Hukum Acara Peradilan Agama	1
5	Hukum Acara Mahkamah Konstitusi	1
6	Hukum Acara Peradilan Hubungan Industrial	1
7	Hukum Acara Pesaingan Usaha	1
8	Hukum Acara Arbitrase dan Alternatif Dispute Resolution (ADR) (Catatan: Metode Pengajaran bersifat terapan, yaitu dengan bedah kasus tertentu)	1
9	Hukum Acara Pengadilan HAM (Catatan: Metode Pengajaran bersifat terapan, yaitu dengan bedah kasus tertentu)	1
10	Hukum Acara Pengadilan Niaga (Catatan: Metode Pengajaran bersifat terapan, yaitu dengan bedah kasus tertentu)	1
III. Materi Non Litigasi		
1	Perancangan dan Analisa Kontrak	2
2	Pendapat hukum (<i>legal opinion</i>) dan Uji Kepatutan dari Segi Hukum (<i>legal due diligence</i>)	2
3	Organisasi Perusahaan, termasuk penggabungan (<i>merger</i>) dan pengambilalihan (<i>acquisition</i>)	2
IV. Materi Pendukung (Keterampilan Hukum)		
1	Teknik Wawancara dengan Klien	1
2	Penelusuran Hukum dan Dokumentasi Hukum	1
3	Argumentasi Hukum (<i>Legal Reasoning</i>)	2

Catatan:

Setiap 1 (satu) sesi diberikan dalam waktu 120 menit.

Perhimpunan Advokat Indonesia



Dr. H. Shalih Mangara Sitompul, S.H., M.H.
Wakil Ketua Umum
Bidang PKPA, Sertifikasi & Kerjasama Universitas