



HENNY MONICA

Bachelor Law Degree (S.H)

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PROFILE SUMMARY

I was born on January 6 1997, in Jakarta, Indonesia. I'm an energetic, enthusiastic, dedicated person. Experienced over 5+ years in corporate and commercial legal practice with background Manufacture/Maintenance, Shipping & Logistics Export-Import, E-Commerce, FMCG, and Engineering, Procurement, Construction, and Commissioning (EPCC) and Commercial Industries. Skilled in Legal Operations, Corporate Law, Regulatory Compliance, Claims, Legal research, Legal due diligence, Contract review & drafting, Communication, Legal administration and Microsoft, Google processing. Able work independently, teams and willingness learn.

EXPERIENCES

January 2026 - Present

Head of Legal - PJLEnviro (PT Panca Jasa Lingkungan)

DESCRIPTION:

- Develop and monitor corporate legal strategies to ensure compliance with environmental, construction, and licensing regulations;
- Draft, review, and negotiate key commercial agreements including EPCC, O&M, PPP, Share, Joint Operations, Joint Venture contract;
- Draft and review Power of Attorney (POA), Minutes of meeting (MOM), Legal Advise, Legal administration, Legal correspondence for day-to-day activities of the company with Shareholders;
- Provide legal advice and risk assessment for projects, investments, and corporate transactions; Oversee corporate governance, statutory documentation, and regulatory filings;
- Lead compliance and ESG initiatives to support sustainable operations, OSS, LKPM, ESDM, KLHK, Amdalnet;
- Coordinate with external counsels, notaries, and relevant government authorities.

March 2025 - December 2025

Legal Assistant - PT Suka Suka Suksesindo, Shukriya

DESCRIPTION:

- Conduct Legal Review of sales and purchase agreement, lease agreement, vendor agreement, employee agreement, Power of Attorney (POA), Minutes of meeting (MOM), Legal Advise, Legal administration, Legal correspondence for day-to-day activities of the company with President Director;
- Conduct and assisting the Public Notary in the making of i) company circular deed ii) establish association, handling the submission of the Company's NIB through OSS RBA, provide LKPM report every 3 months, handling Intellectual Property Rights (IPR), WLKP, BPJS Ketenagakerjaan SIPP and IMTA & KITAS, liaise with BPOM, Badan Pangan Nasional (Bapanas), HALAL related to company business process;
- Conduct and assist with Lawyer for criminal fraud case with nominal IDR +2 billion and liaise with Kapolda Jakarta Pusat.

November 2023 - February 2025

Contract Management Specialist Associate - Shopee Xpress

DESCRIPTION:

- Drafting and review commercial 100+ agreement based on SLA (Service Level Agreement) including but not limited to Subcontractors agreements, Warehouse rental agreements, Transportation vendor agreements, Lease agreements, Non-Disclosure Agreement (NDA), Power of Attorney (POA), Minutes of meeting (MOM), Legal administration, Legal correspondence for day-to-day activities of the company with general manager and stakeholder for operational activities;
- Identifies and assess for compliance with all statutory including but not limited to landlord/lease document validity such as (Certificate SHM, SHGB, TDG, SLF) Surat/Akta Keterangan Ganti Rugi (SKGR), Surat Kepemilikan Tanah, Hak Pengelolaan Atas Tanah (HPL), agreements, internal policies are archived and monitored;
- Conducting Legal research, providing legal advise to stakeholders on matters of law and corporate governance.

September 2021 - November 2023

**Legal Compliance and Claim Executive, PT Perusahaan Pelayaran Nusantara Panurjwan
as agent Mediterranean Shipping Company, Geneva - Jakarta**

DESCRIPTION:

- Identifies and monitoring claims, UAC issues for day-to-day activities of the company with principal, internal department, branch office and liaise with concern parties
- Identifies, monitoring, and assess for compliance (i.e fraud, internal police, gratification) and sanction countries based on EU regulations for day-to-day activities of the company with principal, internal department and stakeholder
- Drafting and review commercial agreement including but not limited to Lease, Outsourcing, Cooperation, Services, Procurement Agreement, Power of Attorney (POA), Official Letter, Demand Letter (somasi), MOM, Legal correspondence for day-to-day activities of the company with legal manager and internal department
- Corporate secretarial regarding our business proceed including but not limited to liaise and coordinate with Vendor, Lawyer, Client and Government (Kementerian Perdagangan, Bea Cukai, Pelindo)

December 2020 - September 2021

Legal Corporate Staff, PT Hyundai Elevator Indonesia - Jakarta

DESCRIPTION:

- Drafting and review corporate agreement internal or external including but not limited to Lease, Outsourcing Cooperation, Services Agreement, Power of Attorney (POA), Official Letter, Demand Letter (somasi), Legal Memorandum for day-to-day activities of the company with general affairs and internal department;
- Identifies, Organize and Manage renewal business license and the company compliance account i.e OSS, LKPM Liaise and coordinate with notary, lawyer, BKPM, Pengadilan Negeri Jakarta Pusat related to any issues of company business;
- Cooperate with internal department and concern parties regarding terms in Agreement.

EDUCATION

September 2014 - April 2019

Universitas Trisakti, Business Law, GPA: 3.05

Organization & Competition Experience:

- Peradilan Semu
- Pelatihan Kepemimpinan Hukum, September 2014 Internal Moot Court Competition Universitas Trisakti, Pengadilan Negeri Jakarta Pusat, December 2014
- Trisakti Business Law Community
- Workshop Legal Due Diligence, Copyright Digital Era

TRAINING AND COURSE

- August 2019 - September 2019
Legal Internship - Centratama Group
To manage and legal due diligence regarding Company's asset Acquisition
- February 2019 - July 2019

Legal Internship - PT Bank Negara Indonesia

To legal research business, values, and product proceed

EF Standard English Common European Framework of Reference (CEFR) : B1 Intermediate

FHP Edu Law, Jakarta : PKPA & UPA (PERADI)

British Standard Institution, PT BSI Group Indonesia, Jakarta : Training ISO 9001:2015 Quality Management