



D. FIKRI MAULANA, S.H

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Depok City, West Java, Indonesia

SUMMARY

I have approximately three years of experience in the legal field. I am highly familiar with the OSS system and government-related licensing processes. My experience includes handling amendments to company deeds, coordinating with notaries, preparing official correspondence, drafting and reviewing agreements, managing legal document archives, and conducting negotiations with relevant stakeholders. I am proficient in Microsoft Office and accustomed to working in a professional legal environment.

EXPERIENCE

PT. Bintani Megah Indah

Legal Staff | February 2022 – August 2022

- Drafted Cultivation Rights Release Agreements
- Prepared Field Inspection Reports
- Coordinated with Notaries
- Coordinated with the National Land Agency (BPN)
- Handled official correspondence
- Participated in cultivated land sale and purchase transactions
- Managed and archived legal documents
- Coordinated with village and sub-district government officials

PT. Mikalindo Bakti Cemerlang

HRGA & Legal | September 2022 – August 2024

- Prepared and submitted LKPM reports through the OSS system
- Prepared and submitted semester reports via SIINas
- Drafted Permanent Employment Agreements (PKWTT) and Fixed-Term Employment Agreements (PKWT)
- Processed amendments to company deeds/articles of association
- Managed employee attendance records
- Handled employee registration for BPJS Employment and BPJS Health
- Issued warnings to employees who violated company regulations
- Managed business licensing through OSS
- Coordinated with relevant government institutions
- Coordinated with Notaries
- Prepared official correspondence
- Drafted cooperation agreements
- Reviewed cooperation agreements

PT. Kapuas Prima Coal, Tbk

Legal Officer | August 2024 – November 2024

- Handled amendments to company deeds and corporate documents
- Managed corporate licensing and regulatory permits
- Administered and maintained the Online Single Submission (OSS) system

PT. Hikari Citra Indonesia
Legal Officer | December 2024 – Present

- Drafting legal documents
- Handling business licensing
- Managing OSS system
- Other related legal tasks

EDUCATION

Universitas Bina Bangsa – Serang, Banten (2017 - 2021)
Bachelor of Law (Criminal Law)
GPA: 3.66 of 4.00

SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Business Licensing
- Time Management
- Negotiation
- Leadership
- Legal Drafting
- Legal Review