

PUNTADEWA AJI LUHUR

Legal Corporate / Industrial Relation / Litigation Support.

Tangerang-Banten

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SUMMARY

Bachelor of Law graduate with 1+ year of corporate and litigation experience. Skilled in contract negotiation, legal risk mitigation, and drafting legal documents. Proven track record in reducing contract risks by 15% and improving agreement implementation success rate to 80%. Adaptive, detail-oriented, and ready to contribute to dynamic corporate environments.

WORK EXPERIENCE

PT PURNA BAJA HARSCO

Legal

Sept 2025 – Currently

Industrial services and steel trading company

- Drafted and reviewed agreements, NDAs, and legal opinions for corporate stakeholders.
- Negotiated long-term loan agreements with banks, securing funding for strategic projects.
- Reduced legal risks in contracts from 30% to 15% through proactive mitigation.
- Improved agreement implementation success rate from 50% to 80%.
- Supported industrial relations by ensuring compliance with labor regulations, assisting HR in handling employment disputes, and facilitating communication between management and employees.
- Coordinated legal aspects with finance and insurance divisions for project compliance.
- Built strong relationships with external counsel and prepared board meeting minutes.

MUHAMMAD FAISAL CHUDARI & PARTNER LAW FIRM

Legal Assistant (Freelance)

Jul 2025 – Aug 2025

Advocacy and legal services firm

- Supported pre-litigation processes by compiling evidence and drafting meeting minutes.
- Established communication with high-profile clients in the entertainment industry.
- Assisted in preparing legal documents for civil cases and contractual disputes.
- Conducted legal research to support litigation strategies.
- Coordinated with senior advocates to ensure smooth case preparation.
- Maintained confidentiality and professionalism in handling sensitive client information.

GUSTI ENDRA & PARTNER LAW FIRM

Legal Staff

Aug 2023 – Aug 2025

Advocacy and legal services firm

- Assisted advocates in industrial relations and criminal cases for major hospitals.
- Drafted legal opinions and supported litigation in corruption and civil cases.
- Conducted legal research and analysis to strengthen case arguments.
- Prepared police reports, claims, and supporting documents for litigation.
- Handled industrial relations disputes between companies and employees, including negotiation, mediation, and drafting legal documents related to labor conflicts
- Supported negotiation processes between companies and employees in industrial disputes.

EDUCATION

Sultan Ageng Tirtayasa University

August 2021 – April 2025

Bachelor degree Of Law (IPK 3.89/4.00) ([Certification](#))

ORGANIZATION

Tirtayasa Moot Court Community

December 2022 – December 2023

Human Resource Division

- Coordinated member recruitment and onboarding processes.
- Organized internal training and development programs for moot court participants.
- Managed schedules and documentation for organizational activities.
- Supported communication and collaboration among members to ensure smooth operations.

Criminal Law Organization

February 2025 – April 2025

Chairperson

- Led organizational meetings and supervised overall activities.
- Directed academic discussions and legal seminars on criminal law topics.
- Coordinated collaboration with external institutions and student communities.
- Oversaw dispute resolution and ensured compliance with organizational rules.

COURSE

- **Advocate Professional Special Education:** FHP Law School/DPN Indonesia (2025) [[Certification](#)]
The judicial process, drafting legal opinions, court procedural law, out-of-court settlements, professional ethics for lawyers, drafting legal documents
- **HR Basic Training:** Talenesia (2025) [[Certification](#)]
HR Administration Framework, Personnel Administration, Payroll, Exit Clearance, HR Reporting. Microsoft Office and Google Workspace, Recruitment Administration, Managing and Organizing Databases, Employee Administration, Payroll, and Company SOPs.
- **Human Rights and Legal Training:** Law Laboratory Untirta (2024) [[Certification](#)]
The program covered an introduction to human rights law, the structure and procedures of the human rights judicial system, criminalization and enforcement of human rights violations, protection of victims and witnesses, and advocacy along with the role of civil society in promoting and safeguarding human rights.
- **English Proficiency Test:** UPA Bahasa Untirta (2025) [[Certification](#)]
Score: 450

SKILL

- **Professional :** Legal Audit, criminal justice system, civil law, corporate law, labor law, preparation of lawsuits, claims, police reports, cooperation agreements, litigation, legal opinions, criminal court documents, OSS System Handling.
- **Software:** Microsoft Office, Google Workspace, , Canva, Zoom.
- **Soft Skill :** Good communication, detail-oriented, time management, critical, initiative, accuracy, thoroughness, problem solving, adaptive, and team collaboration.
- **Language :** Indonesian (Native), Inggris (Professional).