

MUHAMMAD DZAKY MURTADHO, S.H.

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Legal Officer | <https://www.linkedin.com/in/muhammad-dzaky-murtadho>



PROFESSIONAL SUMMARY

Bachelor of Laws graduate from the University of Lampung with strong analytical and research skills. Experienced in legal drafting, contract review, and compliance. Skilled in legal document preparation, case documentation, and supporting dispute resolution processes. Highly adaptable, detail-oriented, and able to work under tight deadlines both independently and in a team environment.

WORK EXPERIENCE

Legal Staff

Aug 2025 – Nov 2025

PT Nextgen Inovasi Digital | Jakarta

- Drafting, reviewing, and analyzing company legal documents, including cooperation agreements, commercial contracts, addendums, and other legal documents.
- Ensuring that all company activities and legal documents comply with applicable laws and regulations.
- Providing legal support and assistance to internal departments related to the company's operational legal matters.
- Managing and maintaining company legal documentation and records in an orderly and systematic manner.
- Coordinating with external parties such as notaries, legal consultants, government institutions, and business partners.

Legal Consultant

Feb 2024 – Jul 2025

Embye – Jandreas – Situmorang (EJS) Counselors at Law | Jakarta

- Provided legal consultation on corporate and litigation matters, including risk management and regulatory compliance.
- Drafted and reviewed over 50 contracts, ensuring accuracy and compliance with Indonesian laws.
- Assisted in dispute resolution and negotiations, maintaining strict ethical and confidentiality standards.
- Conducted legal research to support client advisories and internal memorandums.

Legal Intern

Supreme Court of The Republic of Indonesia | Jakarta

Aug 2020 – Oct 2020

- Inspected and reviewed the completeness of special criminal case files.
- Assisted in the registration and administration processes of special criminal cases.
- Supported the Registrar in managing case documentation and other administrative tasks in compliance with legal standards.

EDUCATION

University of Lampung (UNILA) | Lampung

2018 – 2023

Bachelor of Law | GPA: 3.40 / 4.00

Thesis: Basic Analysis of Judges' Legal Considerations in Imposing Criminal Offenses on Marks and Geographical Indications (Case Study: Decision No. 927/Pid.Sus/2021/PN Tjk).

ORGANIZATION EXPERIENCE

Crime Student Association | Lampung

Member

2021 – 2022

- Participated in discussions, seminars, and legal training related to criminal law.
- Assisted in organizing academic events and workshops to enhance legal knowledge among members.

BEM FH UNILA (Student Executive Board) | Lampung

Staff

2020 – 2021

Supported student activities, coordinated events, and contributed to advocacy programs related to student rights and academic development.

SKILLS

- Legal Expertise: Legal Drafting, Contract Review, Compliance, Legal Research, Document Management
- Soft Skills: Teamwork, Problem Solving, Communication, Time Management, Leadership
- Technical Skills: Microsoft Word, Microsoft Excel, Microsoft PowerPoint

LANGUAGES

- Bahasa Indonesia
- English