



# IRMA JULISTIYANTI

## LEGAL SUPERINTENDENT

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## WORK EXPERIENCE

### PT Rohul Energi Indonesia

Tambora, West Jakarta

Jul 2025 - Jan 2026

#### Legal Superintendent

- Worked for the holding company and managed legal matters for 4 (four) subsidiary entities.
- Supervised and directed the legal and administrative team to ensure timely and accurate completion of tasks.
- Conducted legal due diligence and identify legal risks, assess potential impacts, and develop effective risk mitigation strategies
- Managed corporate licensing and legal documents, including MODI, Minerba One, NIB and deed updated.
- Maintained documentation of company fixed assets, especially heavy equipment at mining sites.
- Served as legal representative and liaison with traders, contractors, and government authorities to ensure regulatory compliance.

### PT Biduk Konsultan Bisnis Nusantara

Golf Island, Pantai Indah Kapuk 2, North Jakarta

Dec 2024 - Jul 2025

#### Legal and Permit Staff

- Assisted in identifying business license requirements through the OSS (Online Single Submission) system and coordinated with relevant government institutions, especially for Chinese clients starting businesses in Indonesia.
- Managed SNI and ISO registration based on client needs.
- Handled company licensing processes, including establishment, amendments, NPWP, and other legal documents.

### PT Goritax Prospera Indonesia

Ariobimo Sentral Building, Kuningan Timur, South Jakarta

Aug 2023 - Oct 2024

#### Senior Account Executive

- Supported Corporate Secretary functions by preparing and organizing corporate documents, maintaining company records, coordinating meetings with stakeholders, and ensuring compliance with statutory reporting requirements.
- Drafted cooperation agreements, Non Disclosure Agreements (NDA), and prepared price proposals for clients.
- Provided consultations on Goritax services (Bookkeeping, Tax, Legal, and HR administrations).

### PT Legal Tekno Digital

SMESCO Tower, Pancoran, South Jakarta

Dec 2021 - July 2023

#### Legal Business Consultant

- Provided in depth legal consultations through various communication channels (chat, phone, or in-person) regarding business legality issues, including licensing through OSS, company establishment and amendments, Intellectual Property (HKI) registration, BPOM, Halal, and PIRT certifications.
- Collaborated and built strategic relationships with government agencies to establish partnerships in providing legal services for +1000 MSMEs.
- Drove sustainable revenue growth by proactively managing client relationships and providing tailored legal solutions to meet each company's specific needs.
- Provided knowledge and consultations on contract law, offering insights and legal advice related to contracts as needed, to protect clients' interests effectively.

## SUMMARY

Legal professional with a combined background in mining, taxation services, Consultant of chinese established company, and Notary Services. Began professional career in 2015 and since 2021, specialized in legal services including licensing, corporate law, IPR, and compliance. Previously worked at a mining sector and supporting subsidiaries company (IUP, IUJP, IUP-OP, IPP) as a Legal Superintendent.

## EDUCATION

2015 - 2019

### BHAYANGKARA JAKARTA UNIVERSITY

- Bachelor of Law
- GPA : 3.50

## COURSES

(Oct 2024 - June 2025)

### GOLDEN ENGLISH

- English for Business and Active Communication

## SKILLS

- Corporate Law
- Regulatory & Compliance
- Contract Management
- Intellectual Property (IP)
- Strong Communication skills
- Analytical Thinking
- Adaptibility and willingness to learn

## INTERESTS

- Corporate & Commercial Law
- Business Licensing & Regulatory Compliance
- Corporate Secretary and Executive Assistance
- HRGA Legal

## SALARY

Last Salary : Rp 12.500.000 Gross  
Expected Salary : Negotiable