



ELISA MARTA NUGRAHA

LEGAL, GENERAL AFFAIR & INDUSTRIAL RELATION

PROFIL

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Address : Palur Kulon RT 03 RW 03,
Mojolaban, Sukoharjo, Jawa Tengah

Date of Birth : 04 Maret 1996

Religion : Islam

Nationality : Indonesia

Gender : Female

EDUCATION

2019 - 2022

UNIVERSITAS SEBELAS MARET
SURAKARTA (UNS)

- Master of Law (S-2)
- GPA : 3,68 / 4,00

2014 - 2018

UNIVERSITAS SEBELAS MARET
SURAKARTA (UNS)

- Bachelor of Law (S-1)
- GPA : 3,80 / 4,00

EXPERTISE

- Effective Communication and Negotiation;
- Teamwork & Leadership;
- Time Management;
- Analytical Thinking, Problem Solving & Decision Making;
- Computer : MS Office (Word, Excel, Power Point, Outlook), PDF, and SAP System

CERTIFICATIONS

- Toefl ITP (520)
- Certified Specialist General Affair

ABOUT ME

Effective communication, and used to negotiating with external parties.
Have a strong interest in learning new things or new experience.
Able to analyze problems and find the best solutions.
Able to work in groups or independently.

WORK EXPERIENCE

The Park Mall Solo Baru

2022 - 2025

HRGA - Legal

- Create, Review and Manage Building Lease Agreements for operational offices and warehouses of group companies with more than 500 locations throughout Indonesia;
- Cooperate with General Affairs and Dept. Head of group companies spread across all provinces in Indonesia regarding building specifications and lease agreement negotiation process;
- Create, Review and Manage Agreement Documents at The Park Mall Solobaru including: Lease Agreements for Tenant and Media Promotion, Cooperation Agreements with Vendors and Outsourcing, Cooperation Agreements for Event Support Services and Event Performers/Artist;
- Approaching a Notary to carry out the Agreement process if necessary;
- Monitor the expiration date of the agreement and inform to the relevant departments;
- Create and organize company events such as Indonesian Independence Day Celebration, Company Anniversary, Employee Gathering and other events to strengthen relationships between employees.

PT. Liebra Permana Wonogiri

2018 - 2021

General Affair - Industrial Relation & Legal

- Monitoring the performance of General Affairs which consists of more than 50 people divided into Security, Housekeeping, Building Maintenance, Project and Driver teams;
- Manage company canteen with more than 15 canteen vendors / period;
- Manage Foreign Worker permit and Administration;
- Create, review and manage company agreement documents with vendors and stakeholders including : Management House Rent Agreement, Vendor and outsourcing Cooperation Agreement and other agreements according to company needs;
- Manage Periodic Inspection documents and Company Licensing documents such as Power Plant Permits, Lightning Rods, Electricity, UKL-UPL, Fire Extinguishers, and other documents required for company operations;
- Accompanying any sudden inspection by the Government and External Auditor/Buyer Auditor on operational support equipment, building conditions, and implementation of government regulations in the company, and ensuring the inspection runs smoothly with comply results;
- Fostering good relations between the Company and local residents, regional government, vendors and outsourcing, and representing the Company in meetings with the Regional Government;
- Make monthly work reports to be submitted to the BOD and carry out financial administration: transportation, factory building maintenance, licensing documents, PBB, office stationery and other costs related;
- Helping Compliance Department to manage 5R comitte and bipartit;
- Helping Exim (Export-Import) Department to manage and ensure that companies comply and implement bonded zone regulations;
- Helping HCBP Department to organize company events to strengthen relationships between employees.