

NAILAH SARAH SALSABILAH

FINAL YEAR LAW STUDENT

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ABOUT ME

A highly motivated Law graduate with hands-on experience in legal administration and corporate legal support. Demonstrates strong interest in regulatory compliance and the evolving digital sector. Equipped with solid competencies in legal drafting, analytical document management, and effective stakeholder communication

EDUCATION

Sunan Gunung Djati State Islamic University Bandung	September 2022 - Present
Bachelor Degree, Law	Major GPA: 3.97/4.00

INTERNSHIP EXPERIENCE

BIENSI FESYENINDO	January 2026 - Present
Legal Intern	
- Managed copyright registration processes for company creative assets, ensuring complete documentation and legal compliance. - Conducted vendor and store visits to monitor contract implementation and ensure alignment with agreed terms. - Led the initial drafting and review process of cooperation and lease agreements, identifying potential legal risks and proposing structured clause improvements.	

Religious Court	January 2025 - February 2025
Legal Secretary	
- Provided front desk services for more than 50 weekly visitors, ensuring accurate case direction and improved client satisfaction through effective communication and standardized SOP - Managed legal documents using e-Court System ensuring 100% accuracy in case indexing and archiving	

General Election Commision	July 2024 - August 2025
Human Ressources Assistant	
- Managed legal documents using priority-based classification to support compliance monitoring and timely reporting - Coordinated internal and external communications, streamlining information flow among stakeholders	

ADDITIONAL EXPERIENCE

Bumi Sora Bandung	March 2024 - August 2024
Treasurer	
- Ensured financial transparency and accuracy in every organizational activity - Managed all incoming and outgoing funds and prepared monthly financial reports - Collaborated with external NGOs to secure event sponsorships and ensure financial sustainability	
Arunika Mengabdi	October 2023 - December 2023
Department of Materials and Method	
Designed and implemented interview scheduling using segmented criteria (age, competency, skills) resulting in 97% eligible candidate selection for the Learning Camp program	

I AM POLYGOT	January 2022 - March 2022
Class Manager	
Assisted instructors in preparing class schedules and managing daily academic operations, ensuring smooth course delivery for over 40 students.	

CERTIFICATION & TRAINING

- LEGAL DOCUMENT PREPARERATION
- PELATIHAN PENDAMPING PROSES PRODUK HALAL
- MICROSOFT OFFCIE SPECIALIST: EXCEL
- SPONSORSHIP CLASS

ACHIEVMENTS

- Selected as participant for Comparative Study China (Partial Scholarship) - 2025
- Selected as participant for Global Youth Summit Chapter South Korea (Partial Scholarship) - 2024
- Selected as participant for Leaders.ID Educational Trip (Particial Scholarship) - 2024
- Awardee Arkalearn Japanese Language Scholarship 2022
- Awardee EMI Klasse Jerman Scholarship 2020