



RAGIL SEPTIAWAN

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Legal professional with over 1+ years in various industries, experienced in drafting and reviewing legal documents, managing business licensing, handling employment law matters, monitoring corporate compliance, as well as processing immigration and visa documentation. Accustomed to managing corporate legal administration and coordinating with internal and external stakeholders to ensure legal processes are carried out effectively, in an orderly manner, and in compliance with applicable regulations. Familiars with licensing and legal administration systems, including OSS RBA, WLKP, SIINas, Online Foreign Worker Permit System, and Molina Immigration

Work Experiences

PT Askara Internal (Askara Group)

January 2025 – Present

Legal Staff

PT Askara Internal is a company engaged in general trading and serves as the Head Office for several subsidiary entities. The company operates in Bekasi, Purwakarta, Subang, and Bali, and oversees subsidiaries across various industries, including manufacturing, real estate, hospitality, software, information technology (IT), and forwarding.

- Draft and review legal documents and contracts,
- Manage OSS RBA licensing and corporate legal administration.
- Handle employment law and corporate compliance.
- Process immigration, visa, and foreign worker permits (TKA).
- Support company establishment and GMS documentation .
- Coordinate with notaries, government, and external stakeholders.
- Operate OSS RBA, WLKP, SIINas, and immigration systems.

District Attorney's Office Tasikmalaya

January 2024 – July 2024

Legal Analyst Internship

- Conducted legal analysis to support the preparation of indictments and charges.
- Assisted in drafting and reviewing legal documents and case administration materials.
- Performed legal research to support legal opinions and recommendations.
- Supported trial preparation and participated in court proceedings.
- Coordinated with investigators and prosecutors to ensure accurate and timely case handling.

Education Level

Galuh University – Ciamis, West Java

2020 - 2024

Bachelor Degree in Law, IPK 3.49/4.00

Certification

Work Load Analys | PT Askara Internal | 2025

Change Management, Leadership | PT Askara Internal | 2025

Talent Development & Succesion Planing | PT Askara Internal | 2025

Good understanding of business processes and company SOP | PT Askara Internal | 2025

Mastering Effective Contract Drafting & Contract Review | Upskillz ID | 2025

Training on Drafting Legal Opinions | Asshyifa Naura & Co | 2025

Certified Legal Document Specialist | PT Esas Edukasi Indonesia | 2026

Professional Skills

- Drafting, reviewing, and analyzing legal documents and contracts.
- Preparing legal opinions and supporting legal recommendations.
- Handling labor law matters and industrial relations issues.
- Managing corporate law and company legal documentation, including Deed of Establishment, Ministry of Law and Human Rights Decree, NIB, and business licenses.
- Administering expatriate and foreign worker (TKA) matters.
- Processing visas and work permits.
- Supporting employee relations and legal compliance.
- Managing legal documents and corporate filing systems.
- Conducting negotiation and coordination with internal and external stakeholders.
- Proficient in Microsoft Office, OSS RBA, WLKP, TKA Online System, and SIINas.