

AFADA HAUNA FAISYAR

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Legal professional specializing in business law, corporate governance, contract management, licensing, procurement, and government relations. Experienced across oil and gas, chemical manufacturing, and financial services, with a holistic and adaptable approach to addressing evolving business and regulatory challenges.

EXPERIENCE

Senior Legal Specialist

PT Pratama Interdana Finance | South Jakarta

July 2025 – Present

(Financing Start-Up Company, YesssCredit)

- Advised internal stakeholders on a wide range of legal matters arising from daily business operations, including general commercial, employment, brand protection, consumer complaints, and governmental inquiries.
- Ensured compliance with privacy laws by identifying data protection risks, collaborating with FinVolution Group's Legal & Compliance team in China to standardize Data Sharing Agreement, and drafting key documents including Personal Data Protection Policy and Non-Disclosure Agreement.
- Led and supported end-to-end contract lifecycle management from drafting and negotiation to execution, ensuring legal compliance and protection of the company's interests, including developing templates for procurement of goods and/or services, standardized terms and conditions, and partnership agreements.
- Responsible for regulatory reporting to Otoritas Jasa Keuangan.
- Managed various corporate legal matters, including the preparation of Powers of Attorney and Standard Operating Procedures.

Assistant Manager for Contract Management

PT BNI Life Insurance | South Jakarta

September 2023 – February 2025

- Oversaw vendor contract governance across the full lifecycle, including pre- and post-award processes, drafting, negotiation, variations, performance monitoring, dispute management, and post-contract administration, in compliance with applicable laws and internal procurement policies.
- Negotiated procurement agreements with local and international vendors, ensuring commercial objectives, risk allocation, and contractual obligations were clearly defined and aligned with business needs.
- Partnered with cross-functional teams (procurement, projects, operations, and legal) to identify, assess, and mitigate contractual and operational risks.
- Maintained contract records and version control, while advising stakeholders on compliance, contractual responsibilities, and risk management strategies.

Legal Executive

PT Unilever Oleochemical Indonesia | North Sumatera

May 2022-August 2023

- Processing business facilities for a special economic zone investor, as follows: (a) Successfully grant tax holiday from Ministry of Finance for massive capital investment with a 100% corporate income tax reduction for up to 10 years. (b) Obtained certain natural gas prices in the industrial sector from Ministry of Energy and Mineral Resources which resulted cost saving in gas consumption.
- Handling permits and licenses in particular for a foreign investment company in accordance with the relevant laws including OSS and Siinas.
- Performing government relation function to coordinate with government officials.
- Providing legal advice and legal opinion on legal issue including litigation and commercial dispute, compliance, and potential business risk.
- Drafting and reviewing legal documents.

- Handling extra ordinary general meeting of the shareholders (RUPSLB) including drafting circular resolution, coordinating with holding company, and notary.

Legal Staff

PT Jateng Petro Energi | Central Java

April 2021-April 2022

- Responsible to prepare legal documents for the establishment of company, as follows: (a) Drafting company policies including services and goods procurement procedure and human resources policy. (b) Drafting contract template for sale and purchase agreement, lease agreement, and non-disclosure agreement.
- Performing external relation function to coordinate with third parties and government officials.
- Doing legal research by providing relevant references to some legal issue.
- Drafting decision of the Board of Director, warning notice, and termination notification regarding employment.

EDUCATION

Bachelor of Laws

Universitas Negeri Semarang | Central Java

August 2015-April 2019

3.64 GPA

- Head former of International Competition Division, Moot Court Society • Project Leader for Final Round, Mooting Team, National Criminal Law Moot Court Competition, Konservasi IV Cup

COURSE & CERTIFICATION

- Advocate Profession Special Training (PKPA) and Passed the Indonesian Bar Exam
- Basic Arbitration and Alternative Dispute Resolution held by Indonesian Arbitration Institute
- IELTS Score: 7

AWARDS

- 1st Winner on the BANI Arbitration Moot Court Competition
- 3rd Winner on National Private Law Moot Court Competition, Bulaksumur III Cup, Universitas Gadjah Mada
- Best Memorandum on National Private Law Moot Court Competition, Bulaksumur III Cup, Universitas Gadjah Mada
- 3rd Winner on National Arbitration Moot Court Competition, Pelita Harapan Business Law Competition
- Top 12 Delegates at Constitutional Moot Court Competition, the Chief Justice Cup 2017

SCHOLARSHIPS

- Bank Indonesia Scholarship Awardee 2017
- Ministry of Research and Higher Education, Improving Academic Achievement Scholarship Awardee 2018

COMMUNITY SERVICES

- Local Volunteer, Healution Project Aiesec:
A project focusing on health care which was participated by representations from many countries to raise awareness about communicable disease to people in Semarang.
- Generasi Baru Indonesia, Bank Indonesia:
Conducting several projects which aimed to improve financial literacy to people in Semarang.