

IKHWAN NUSANTARA AL GONI

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SUMMARY

I am a Bachelor of Law graduate from Esa Unggul University with a concentration in civil law and a strong foundation in both litigation and non-litigation practices. I have hands-on experience in legal administrative processes, as well as excellent communication and negotiation skills. I am committed to upholding professional ethics through a disciplined, honest, and responsible work approach. I am capable of working independently or as part of a team, adapt quickly to dynamic work environments, and am dedicated to continuous learning and self-development in the legal field.

WORK EXPERIENCE

PT MITRA TIMUR LESTARI - Jakarta

Jun 2023 - Aug 2023

Legal Admin intern

- Reviewed furniture sale and purchase agreements, furniture lease agreements, and cooperation agreements by ensuring that the clauses comply with the company's applicable standards.
- Prepare documentation for extending the protection period of registered trademarks in accordance with applicable provisions.
- Prepare meeting invitation letters and analyze minutes of bilateral and tripartite meetings between the company and employees.

JSF & PARTNERS LAW OFFICE - Jakarta

Sep 2023 - Sep 2024

PARALEGAL

- Involved in the preparation and management of litigation case documentation as part of the preparation for the trial process.
- Carried out case registration and trial administration through the Supreme Court's e-Court system.
- Involved in assisting with the trial process and handling litigation case administration.
- Help clients understand their legal positions and risks through communicative and easy to understand legal explanations.
- Monitored the course of the trial, including recording the court agenda and case developments.

MACHI ACHMAD & PARTNERS - Jakarta

Nov 2025 - Mar 2026

PARALEGAL

- Conduct research on current regulations and legal issues and compile them into informative and communicative strategic legal content to support public education and the law firm's professional image.
- Comprehensively compile and analyze legal documents in litigation processes using an analytical, argumentative, and client-oriented approach.
- Develop legal video content through editing and storytelling to convey legal analysis in a communicative and educational manner.

EDUCATION LEVEL

Nov 2020 - Aug 2024

Universitas Esa Unggul - Jakarta Barat

Bachelor of Law, GPA 3.45 out of 4.00 (144 credits)

ORGANIZATION EXPERIENCE

Student Representative Council of the Faculty of Law - Jakarta

Jun 2023 - Feb 2024

Vice Head of Advocacy Division

- As Vice Chair of Advocacy in the Student Representative Council of Faculty of Law at Esa Unggul University, I assisted students in conveying their concerns and suggestions within the faculty environment through an online complaint method. This approach ensured the confidentiality of the reporters and allowed the issues to be directly communicated to the faculty for prompt resolution, while also offering possible solutions.

SKILLS, ACHIEVEMENTS & OTHER EXPERIENCE

ACHIEVEMENTS

Mar 2024

Legal drafting techniques (PERADI).

SOFT SKIL

- Legal Analyst
- Legal Document.
- Legal Research
- Communication
- Microsoft Office (M.Word, M. Power Point, M. Excel).
- Canva