



● Hamdi Andanusa Sebayang

📍 Jakarta South Jakarta

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✉ hamdiandanusa613@gmail.com

● Professional Summary

● A highly motivated and hardworking person. I would constantly develop my skills and grow professionally. I am a confident teamworker with the ability to work on my own initiatives.

● Skills

- Legal Research
- Document Drafting
- Legal Analysis
- Problem Solving
- Contract Review
- Document Control
- Litigation Support

● Work History

01.2024 - Current

● **Teaching Assistant (Freelance)**

Universitas Tama Jagakarsa - Jakarta, South Jakarta

- Supported lead teacher in developing curriculum materials, tailoring instruction to meet diverse learning needs.
- Managed classroom technology, enabling seamless integration of digital resources into teaching.
- Prepared educational materials to reinforce lesson content, aiding in better comprehension.
- Assisted in delivering lecture materials and facilitating student discussions in Business Managament.

02.2022 - 11.2023

● **Complaint Management**

PT Bank Jago Tbk

- Resolve product or service problem, selecting and explaining the best solution, expediting correction, and following up.
- Worked with coworkers to complete tasks.
- Demonstrated ability to manage multiple tasks while remaining adaptable and flexible.
- Responded quickly to meet customer needs and resolve problems.
- Committed to delivering excellent service while working in a fast-paced environment.
- Focused on learning new skills and staying updated with industry changes.
- Participated in ongoing training to enhance own job skills and knowledge.
- Collaborated with departmental leaders to establish organizational goals, strategic plans and objectives.
- Troubleshoot minor problems and reported larger technical issues.
- Experienced with social media and communications platforms.

08.2019 - 01.2020

- Scheduled depositions, hearings, mediations, trials, meetings with clients and witnesses.
- Conducted research and connected with partner agencies to gather essential information for service of legal documents.
- Conducted research on relevant laws, regulations, and court decisions for use in legal proceedings.
- Supported attorneys in client meetings with administrative assistance and documentation.
- Drafted and proofed legal correspondence to verify details and reduce errors.
- Met with clients to conduct interviews and gain case information.
- Prepared legal briefs and statements in support of case preparation.

Litigation Paralegal

Law Office Barus & Partners

- Analyzed complex factual information to identify issues relevant to cases.
- Maintained contact with clients by responding to inquiries regarding their cases.
- Attended court proceedings and trials with attorneys to provide assistance.
- Reviewed court rules to ensure compliance with filing deadlines.
- Prepared exhibits for hearings, depositions and trials.
- Drafted and filed legal documents, such as complaints, motions, briefs and discovery requests in state and federal courts.
- Assisted in the development of legal strategies and arguments for trials.
- Supported attorneys in client meetings with administrative assistance and documentation.
- Met with clients to conduct interviews and gain case information.

Languages

English:

Bahasa Indonesia:

Education

01.2018

Bachelor's Degree, Law, Universitas Sahid Jakarta - South Jakarta

01.2017

Associate Degree, Law, Sekolah Tinggi Ilmu Hukum Litigasi Indonesia - Central Jakarta, Indonesia



PERADI
PERHIMPUNAN ADVOKAT INDONESIA
INDONESIAN ADVOCATES ASSOCIATION

Dengan ini dinyatakan bahwa:

Hamdi Andanusa Sebayang, S.H.

telah mengikuti Pendidikan Khusus Profesi Advokat ("PKPA") sesuai dengan Pasal 2 ayat (1) Undang-undang Republik Indonesia Nomor 18 Tahun 2003 tentang Advokat yang diselenggarakan pada tanggal 23 Agustus 2025 sampai dengan 7 September 2025 diselenggarakan bekerja sama dengan Fakultas Hukum Universitas Tama Jagakarsa, Jakarta

Jakarta, 8 September 2025

Perhimpunan Advokat Indonesia

Prof. Dr. Otto Hasibuan, S.H., M.M.
Ketua Umum



Dr. H. Hermansyah Dulaimi, S.H., M.H.
Sekretaris Jenderal