

PUNTADEWA AJI LUHUR, S.H.

Corporate & Legal Compliance Professional | Contract Drafting · Legal Risk Mitigation · Industrial Relations

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PROFESSIONAL SUMMARY

Licensed law graduate (S.H., GPA 3.89, cum laude) with 3+ years of progressive experience across corporate legal, private practice, and NGO legal operations. Proven track record cutting contractual legal risk from 30% to 15% and lifting agreement implementation success from 50% to 80% at PT Purna Baja Harsco through proactive contract drafting, negotiation, and compliance monitoring. Certified Advocate (PKPA graduate, DPN Indonesia) with hands-on experience in contract/MoU/NDA drafting, litigation support, industrial relations, and regulatory compliance. Seeking to bring rigorous legal risk management and stakeholder negotiation skills to a corporate legal or in-house counsel role.

CORE COMPETENCIES

Legal Practice	Contract & MoU/NDA Drafting · Legal Risk Analysis · Regulatory & Corporate Compliance · Corporate Governance · Legal Opinion Drafting
Dispute & Relations	Litigation Support · Dispute Resolution & Mediation · Industrial Relations & Labor Law · Legal Research
Tools	Microsoft Office · Google Workspace · Canva · Zoom
Languages	Indonesian (Native) · English (Professional Working Proficiency – EPT Score 450)

PROFESSIONAL EXPERIENCE

Legal Project Officer — Yayasan Sumberdaya Masyarakat Indonesia (Idhumanity) - Draft and review cooperation agreements, MoUs, and NDAs, ensuring full compliance with organizational SOPs and legal standards. - Built and manage a monitoring system that tracks agreement implementation, ensuring accountability across all active partnerships. - Support development and continuous improvement of legal SOPs, strengthening the organization's overall legal service delivery.	Ciputat, Banten · May 2026 – Present
Legal Corporate Staff — PT Purna Baja Harsco - Drafted and reviewed contracts, NDAs, and legal opinions for corporate stakeholders, supporting strategic business decisions. - Negotiated long-term loan agreements with banking partners to secure funding for strategic corporate projects. Reduced contractual legal risk exposure from 30% to 15% through proactive risk mitigation and tighter contract review protocols. Increased agreement implementation success rate from 50% to 80% by strengthening compliance monitoring processes. - Advised on industrial relations matters, ensuring full compliance with Indonesian labor regulations.	Cilegon, Banten · Sept 2025 – May 2026
Legal Assistant — Muhammad Faisal Chudari & Partners Law Firm - Conducted evidence compilation and in-depth legal research to support active civil dispute cases. - Prepared legal documents and drafted preliminary legal opinions for review by senior counsel. - Participated in client meetings and litigation preparation while tracking legal deadlines to ensure timely case filings.	Serang, Banten · Jul 2025 – Aug 2025
Legal Staff — Gusti Endra & Partners Law Firm - Assisted advocates in handling industrial relations, civil, and criminal case portfolios end-to-end. - Drafted legal opinions and conducted legal research underpinning litigation strategy. - Prepared claims, police reports, and supporting legal documentation for active cases. - Supported negotiation and mediation processes in labor disputes between companies and employees. - Drafted corporate contracts and commercial agreements for law firm clients.	Serang, Banten · Aug 2023 – Sept 2025

EDUCATION

Bachelor of Law (S.H.) — Universitas Sultan Ageng Tirtayasa GPA: 3.89 / 4.00 — Cum Laude (Dengan Pujian) · Accreditation: Unggul (BAN-PT) Thesis: Criminal Law Protection for Victims of Wrongful Arrest by Police, Reviewed under the Indonesian Criminal Procedure Code (KUHP) – Case Study: Vina Cirebon Murder Case Relevant Coursework: Advocate Special Education, HRD Training, Human Rights Legal Training	Serang, Banten · Graduated 2025
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CERTIFICATIONS

- Advocate Professional Special Education (PKPA) – FHP Law School / Dewan Pengacara Nasional (DPN) Indonesia, 2025
- HR Basic Training (Recruitment Fundamentals) – Talenesia, 2025
- Human Rights and Legal Training – Law Laboratory, Universitas Sultan Ageng Tirtayasa, 2024
- English Proficiency Test (EPT) – UPA Bahasa Untirta, Score 450/677, 2025

LEADERSHIP & ORGANIZATIONAL ACTIVITIES

Chairperson — Criminal Law Organization - Led organizational meetings and supervised the full scope of organizational activities and initiatives. - Directed academic discussions and legal seminars on criminal law topics for student members. - Coordinated collaborations with external institutions and student communities to expand organizational reach.	Serang, Banten · Dec 2024 – Apr 2025
Human Resource Staff — Tirtayasa Moot Court Community - Coordinated end-to-end member recruitment and onboarding processes for the organization. - Organized internal training and development programs for moot court participants.	Serang, Banten · Dec 2022 – Dec 2023