

PINKAN R MEILIANA

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Results driven legal professional with a proven track record in corporate law, litigation, and contract negotiation. Adept at drafting complex legal instruments, mitigating risks, and delivering strategic, actionable advice. Recognized for unwavering integrity, meticulous attention to detail, and a pragmatic approach to problem solving.

EDUCATION

Bachelor of Law | Pancasila University

Degree obtained August 2022

- GPA: 3.58 of 4.00
 - Head of Organizing Committee of Mahakarya Fest 2019
 - Active Speaker in a Exchange Programme, Pancasila University and University of Malaya
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EXPERIENCE

Legal Energy and Mining | PT. Borneo Alumindo Prima | West Jakarta, Ind

June 2025 – Present

- Review and draft contracts, agreements, and various legal documents concerning mining operations, land acquisition, and strategic partnership
- Support the resolution of legal disputes and prepare comprehensive documentation for litigation or arbitration proceedings as required
- Ensure company compliance with Indonesian mining laws, environmental regulations, and corporate governance standart
- Liaise with external legal counsel and relevant government authorities to ensure regulatory alignment and project continuity.

Junior Associate | Chayr Law Center | South Jakarta, Ind

Sept 2024 – May 2025

- Facilitated client consultations and spearheaded the drafting, negotiation, and review of partnership agreements to ensure legal compliance and strategic alignment
- Oversaw the end to end regulatory approval process, managing the formal legalization of corporate bylaws and internal company regulations
- Drafted a wide range of complex legal instruments, including litigation pleadings (lawsuits), power of attorney, and other critical legal documentation
- Produced comprehensive and precise transcripts of court hearings and judicial proceedings to support ongoing case strategies and evidentiary records

Business Consultant | Kiny Cultura Indonesia, part of CID UNESCO | South Jakarta, Ind

March 2023 – Sep 2024

- Developed data driven project outcomes and strategic action plans, delivering high impact presentations to clients and internal stakeholders
- Conducted market research and identified strategic growth opportunities to drive long term business development
- Executed and managed end to end projects aligned with organizational KPI's and performance targets
- Provided strategic advisory and problem solving expertise to navigate business obstacles and optimize operational workflows.

Internship | Supreme Court of the Republic Indonesia | Central Jakarta, Ind

Feb 2022 – March 2022

- Structured active prisoner data records and classified them by case type
- Processed over 100+ legal archives into the internal data management system
- Contributed to the conceptual design of the prisoner database structure

Internship | Ministry Defense of the Republic Indonesia | Central Jakarta, Ind

Sep 2021 – Oct 2021

- Create lawsuits, Exceptions, and Power of Attorney
 - Making MOU
 - Discuss, Analysis and Assist Staff to Provide Legal Opinion
 - Participate in various types of trials in state court
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SKILLS

Soft Skills : Team Work, Problem Solving, Decision Making, Communication and Negotiation Skills, Leadership,