



DIMAS IRZA RIVANTYO

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SUMMARY

I am a law graduate from Bhayangkara Jakarta Raya University, specializing in drafting property sale and lease agreements. I have experience working as a Notary and Legal Staff at a leading property company in Indonesia, with strong interpersonal and communication skills and a high sense of responsibility.

WORK EXPERIENCE

Legal Staff at PT Metropolitan Kentjana Tbk

February 2024 - Present

- Drafting Lease Agreements for Offices, Warehouses, Internet Equipment, Shop Houses, WCP, Neon Sign and Totempole.
- Reviewing internal and external Agreements.
- Preparing Monthly Reports and Internal Memo.
- Providing legal advice to Superior and other Divisions.
- Handling permits, including SPDA and TKDN.

Legal Officer at Agung Sedayu Group

March 2023 - November 2023

- Drafting sale and lease agreements for houses, apartments, and shophouses.
- Establishing and maintaining cooperation with notaries, sales teams, and agents.
- Drafting document checklists, powers of attorney, and guarantee letters (including profit-sharing guarantees between sellers and agents/developers).
- Reviewing legal documents related to agreements.

Legal Staff at PT Pakuwon Jati Tbk

December 2022 - February 2023

- Drafting agreements, including PPJB and assignment agreements.
- Preparing order confirmation letters, transfer memos, change memos, and powers of attorney for office and apartment units.
- Coordinating with buyers, agents, and notaries in relation to PPJB and AJB processes.
- Preparing document reports.

Staff Notaris at Notaris Dewi Rosita Nasution

August 2022 - November 2022

- Drafting Notarial Deeds.
- Preparing Powers of Attorney and Letters of No Marriage.
- Establishing and maintaining cooperation with banks, the National Land Agency (BPN), notaries, and developers.
- Preparing document reports

EDUCATION

Bachelor of Laws with Honours

Agustus 2017 - February 2022

Bhayangkara Jakarta Raya University

- Major in Law.
- Thesis on "*Peranan Balai Pemasyarakatan Dalam Sistem Peradilan Anak Studi Kasus Kota Dan Kabupaten Bekasi*".

ADDITIONAL INFORMATION

- **Technical Skills:** Microsoft Office, Drafting, Legal Advice, Legal Analysis, Managing Legal Documents, Communicating and Negotiating with Various Parties.
- **Languages:** English, Malaysian and Indonesian.
- **Awards/Activities:** Becoming the Best Employee in 2025 at PT Metropolitan Kentjana Tbk (Pondok Indah Office Tower).