



Female, 27 years old

## SYAFIRA GUSTI RAHAYU

LEGAL SPECIALIST

### ABOUT ME

Have experience of more than 3 (three) years as a Legal, Specializing in Contract Management (Drafting, Modifying, Reviewing & Documenting Legal Documents and Legal Administrative, including Contract Portfolio Managing for Tender) and Dispute (Litigation & Non-Litigation Cases Review and Prepare Court document (Including IR Cases)). Also have strong persuasion and negotiation skills, as evidenced by successfully helping the Collection Department collect a large number of unpaid bills from clients.

### CONTACT DETAIL

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Serua, Ciputat

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### EDUCATION BACKGROUND

2016 – 2020 **Universitas Pembangunan Nasional Veteran Jakarta**

Concentration on Civil Law | GPA 3.87/4.00

2013 – 2016 **SMAN 4 Kota Tangerang Selatan**

Science Major | Final Score Average 86/100

### AWARD & HONORS

2019 **Finalist | Internal Mourt Court Competition Mr. Soepomo V Cup**

Competition on written and oral advocacy skills

### WORK & INTERNSHIP EXPERIENCES

November 2024 – Now **Freelance Legal Associate (Court Documentation Specialist) | Sugiarto-Hutadjulu & Partners**

(Project-Based)

Responsible for drafting and preparing litigation documents for law firm clients.

November 2020 – April 2024 **Legal Officer | PT Cakra Satya Internusa**

Responsible for overseeing corporate legal affairs, ensuring regulatory compliance, mitigating legal risks, and supporting business operations through comprehensive legal advisory and documentation management.

Key Responsibilities:

- Drafted, reviewed, and negotiated various legal documents, including agreements, MOUs, NDAs, vendor contracts, and other corporate legal instruments.
- Managed and updated the company's contract database and legal document filing system, including maintaining contract portfolios for tender purposes and reporting directly to the Operational Director and Finance Director.
- Handled both non-litigation and litigation matters, including case review, mediation processes, and preparation of court documents.
- Maintained and updated corporate legal documentation and company licenses (head office and branch offices) to ensure full regulatory compliance.
- Oversaw departmental operational requirements, including budgeting, administrative management, and preparation of legal department cash flow reports.
- Supervised and mentored Legal Junior staff and trainees to ensure performance targets were achieved.
- Conducted internal audits across departments to evaluate compliance and improve business processes.

July 2019

## Legal Intern | Direktorat Jenderal Minyak dan Gas Bumi

Supported the legal division in regulatory analysis and legal documentation related to the oil and gas sector.

Key Responsibilities:

- Reviewed legal documents such as agreements, MOUs, and NDAs.
- Assisted in litigation case reviews and preparation of supporting legal documents.
- Monitored and summarized updates on oil and gas regulations for internal legal reference and policy analysis.

## TRAINING EXPERIENCES

|                |                                                                                                                                                               |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| December 2023  | <b>Pelatihan Hukum Pertambangan oleh Franky Butar Butar, S.H, M.Dev.Prac, LLM   Pelatihan Hukum Indonesia</b><br>No.343/PHI/S/PHP/2023                        |
| September 2023 | <b>Pelatihan Hukum Tindak Pidana dan Pertanggungjawaban Pidana oleh Prof.Dr.Topo Santoso, S.H, M.H   Pelatihan Hukum Indonesia</b><br>No.445/PHI/S/PTPPP/2023 |
| May 2023       | <b>Mitigation Legal Risks in M&amp;A Transactions : Best Practices for Lawyers   ET-Asia</b><br>No.ET-06/24/0523/01/480                                       |
| November 2020  | <b>UP Stream Oil And Gas Short Course   ET-Asia</b><br>No.ET-03/16/1120/1262                                                                                  |
| July 2020      | <b>Urgensi Keterbukaan Sidang Uji Materiil di Mahkamah Agung   Y&amp;V Legal Education Center</b>                                                             |
| September 2019 | <b>Pelatihan Legal Audit dan Legal Opinion   Justitia Training Center</b>                                                                                     |

## OTHER EXPERIENCES

|                          |                                                                                                   |
|--------------------------|---------------------------------------------------------------------------------------------------|
| June 2019                | <b>Presenter   The 1st National Conference on Law Studies“Law and Humanity in Digital Era”</b>    |
| August – September 2018  | <b>Volunteer   Athlete Village and Services Department   Asian Games 2018</b>                     |
| June – November 2017     | <b>Organizing Committee   Sponsorship Division   Veteran Law Festival 2017</b><br>As Secretary II |
| November – December 2016 | <b>Volunteer   Rumah Belajar Kita</b><br>As English Teacher (Elementary Grade)                    |

## SKILLS

|                    |                                                                                                                                                             |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SOFT SKILLS</b> | <ul style="list-style-type: none"><li>• Management</li><li>• Leadership</li><li>• Teamwork</li><li>• Persuasion</li><li>• Negotiation</li></ul>             |
| <b>SOFTWARE</b>    | <ul style="list-style-type: none"><li>• Microsoft word</li><li>• Microsoft Excel</li><li>• Microsoft Power Point</li><li>• Odoo</li><li>• SunFish</li></ul> |
| <b>LANGUAGE</b>    | <ul style="list-style-type: none"><li>• Indonesia</li><li>• (Active) English</li><li>• (Active) Korea (Basic I)</li></ul>                                   |