

Yehezkiel Caestama Sinaga, S.H.M.Kn.(LL.M)
DKI Jakarta, Indonesia | +6281390029524 | yehezkielsinaga97@gmail.com

OVERVIEW



Corporate Legal Specialist with 7+ years of experience supporting and leading legal operations through legal research, contract drafting, regulatory compliance, and risk assessment across multi-industry environments. Recent Master's graduate in Law, especially in business, civil and notarial law with focused interest in business and corporate law. Skilled in company governance, regulatory filings, contract reviews, and due diligence.

Areas of Interest: Corporate Law, Contracts Lifecycle Management, Clause Analysis, KYC/B Support, and Licensing.

EXPERIENCES

Cirebon Power Indonesia (Jakarta)

April 2025- December 2025

Corporate Legal, Commercial Contract and Negotiation Specialist

- Draft, review, and negotiate 100+ commercial contracts, MoUs, and other supporting legal documents.
- Spearheaded mitigation initiatives through contractual arrangements compliance with applicable laws/regulations and internal policies; assisting in legal and commercial risks.
- Prepare and revise 70+ agreements including service contracts, sales and purchase agreements, lease agreements, partnership agreements, and investment agreements.
- Provide legal support to protect the company's interests and strengthen contractual positions with internal stakeholders and counterparties.

PT Nusatama Properta Panbil (PANBIL Group) (Batam)

March 2022 - July 2023

Senior Legal Counsel

- In charge of handling the core corporate legal instruments, including 150+ Agreements, MoUs, Powers of Attorney, and Circular Resolutions for the Board of Directors, Board of Commissioners, and Shareholders.
- Managed and supported 75+ OSS/licensing, corporate reporting, and corporate administrative matters for PT Panbil and its subsidiaries.
- Led an ad-hoc team that advised internal stakeholders on regulatory, corporate, and commercial issues aligned with the requirements for 2022 Industrial Property Awards in Batam.
- Supported investment opportunities, tender responses, and new/expanded service delivery, ensuring compliance with applicable regulations and internal policies.
- Directly involved in licensing, legal structuring, and regulatory compliance for Tanjung Sauh Industrial Area, designated as a National Strategic Project (PSN).
- Coordinated legal documentation and compliance requirements with central and regional authorities, supporting long-term industrial estate development and investment readiness.

PT China Railway Engineering Indonesia (Jakarta)

September 2020 – February 2022

Legal Officer

- Provided legal opinions covering 125+ business and legal aspects relevant to company operations and projects.
- Reviewed 100+ contracts, cooperation agreements, and other legal documents to support operational needs and reduce risk exposure.
- Administered and monitored 70+ documentation related to agreements, permits, assets, contracts, and corporate legalities.
- Acted as one of the Indonesian-based representative for industrial relations (internal/external) to prevent disputes and maintain compliant workplace practices.
- Provided legal support for KCIC (Jakarta-Bandung High-Speed Rail) project as part of a National Strategic Project (PSN), including compliance documentation, permits, and inter-entity coordination.
- Assisted in reviewing and managing legal documents related to EPC and infrastructure project execution, ensuring alignment with government regulations and project timelines.
- Liaised with internal project teams and external stakeholders to support government relations and regulatory compliance for large-scale infrastructure development.

Bank Mega, Tbk (Semarang)

September 2019 – September 2020

Funding Card Officer

- Supported 300+ customer onboarding for deposit and account products by collecting, validating, and maintaining required documentation in accordance with internal banking procedures and applicable regulatory/KYC standards.
- Facilitated execution of standard-form banking documentation (account opening forms, time deposit placements, product terms & conditions) and ensured accurate completion to minimize operational and compliance risk.
- Conducted initial document completeness checks (identity/supporting documents) and coordinated with branch operations to resolve discrepancies and ensure audit-ready records.

PT Tri Niche Indonesia, Pte. Ltd (Semarang)

May 2019 – August 2019

HR Legal Admin Staff

- Prepared and finalized standard employment documentation, including employment agreements/contract letters, onboarding packs, and internal HR forms in alignment with company policies and applicable labour requirements.
- Assisted in maintaining HR legal files and personnel records (contracts, renewals, amendments, acknowledgements) with proper document control and records retention practices.
- Coordinated communications with relevant stakeholders (labour suppliers, vendors, internal departments) to support workforce deployment while ensuring traceability of approvals and documentation.

EDUCATION

Universitas Indonesia

Masters of Law in Notarial Affairs, 3.75/4.00 GPA

September 2023-April 2025

Honors: *cum laude*

Universitas Diponegoro

Bachelor of Law, 3.62/4.00 GPA

August 2015-March 2019

Honors: *cum laude*

ACHIEVEMENTS

- Best and Most Prospects FCO, Bank Mega Semarang, 2020
- Head of Finance Committee, Notarial Master's Student Association, 2023
- Student Senate, Faculty of Law Diponegoro, 2018

SKILLS AND LANGUAGES

Technical Skills: Google Suites (Documents | Sheets | Slides), Microsoft Office (Powerpoint | Word | Excel), CLM/Contract Database Systems

Soft Skills: Adaptability, Strategic Planning, Stakeholder Management, Negotiation and Persuasion, Legal Communication, Commercial Judgement, Attention to Detail, Prioritization.

Languages: Indonesian (Native), English (B2 – TOEFL ITP 587/677), Mandarin (Beginner).