



GAMAST MUHAMMAD FAZZIRA

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Law graduate and Master of Notarial Law candidate with hands on experience in legal drafting, litigation support, and legal research through internships at a law firm and court legal aid institution. Proven ability to prepare legal documents, assist in criminal and civil cases, and provide legal counseling. Detail oriented, adaptable, and highly motivated to develop a professional career in legal and notarial practice.

Work Experiences

Justa Causa Law Firm - Jakarta <i>Legal Intern</i>	Jan 2024 - Aug 2024
• Drafted and reviewed legal opinions related to criminal and civil matters for clients. • Assisted in preparing lawsuit documents, warning letters (somasi), and appeal files. • Conducted legal research to support case strategy and document preparation. • Supported the preparation of petition letters and other legal administrative documents.	
Pos Bantuan Hukum (POSBAKUM) Pengadilan Negeri Bekasi - Bekasi <i>Paralegal</i>	Jan 2024 - Aug 2024
• Drafted and reviewed loan agreements and somation letters for legal aid clients. • Assisted advocates in handling criminal litigation cases at district court level. • Prepared pledoi (defense notes) and civil lawsuit documents. • Provided legal counseling to inmates at Class IIA Bekasi Correctional Facility. • Supported the preparation and filing of various court documents.	

Education Level

Universitas Islam Indonesia - Yogyakarta <i>Bachelor of Law, 3.34/4.00</i>	Sep 2018 - Oct 2022
PERADI (Perhimpunan Advokat Indonesia) - Jakarta <i>Certificate in Pendidikan Khusus Profesi Advokat (PKPA)</i>	Feb 2023 - Mar 2023
Universitas Indonesia - Depok <i>Master of Notary, 3.66/4.00</i>	Aug 2024 - Jan 2026
• Head Of Division IMMK	

Organisational Experience

Kawan Jogja - Yogyakarta <i>Project Leader</i>	Mar 2019 - Mar 2020
• Led a social donation program during Ramadan for communities in Yogyakarta. • Coordinated committee members and supervised event implementation. • Successfully mobilized donations of basic necessities for beneficiaries.	
IMMK UI (IKATAN MAHASISWA MAGISTER KENOTARIATAN) - Depok <i>External Division</i>	Sep 2024 - Feb 2026
• Organized a blood donation program in collaboration with PMI. • Coordinated a donation initiative for Pita Kuning Foundation supporting cancer patients. • Managed external relations and partnership communications. • Cooedinated a donation initiative fot Yayasan Elsafan Foundation for People with Visual Disabilities	

Skills, Achievements & Other Experience

- **Hard Skills:** Legal Drafting, Legal Research, Legal Opinion, Contract Drafting, Litigation Support, Legal Document Review, Microsoft Office (Word, Excel, PowerPoint)
- **Soft Skills:** Communicative, Leadership, Responsible, Attention to Detail, Problem Solving, Adaptive
- **Webinars Attended** 📄 (2021): Systematics Legal Drafting with Directorate General of Laws and Regulations, Ministry of Law and Human Rights, Republic of Indonesia
- **Achievements** 📄 (2022): CEPT (Certifiате of English Proficiency Test) Score: 571