



KAREN JENNIFER

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Corporate Secretary, Legal and Compliance Specialist

Kuningan Place Apartemen, Jakarta Selatan

30 October 1994

INFORMAL EDUCATION

proven by certificate

21 Agustus 2022: Certificate of Passing the Selection Examination for Extraordinary Members of the Indonesian Notary Association / Anggota Luar Biasa (ALB) by Pengurus Daerah Tangerang Ikatan Notaris Indonesia

11 Feb 2017: Bar Examination by PERADI (Indonesian Advocates Association)

18 Oct 2016 – 20 Dec 2016: Advocate Professional Education (Pendidikan Khusus Profesi Advokat/PKPA) by PERADI.

CERTIFICATE/TRAININGS

proven by certificate

SPEAKER

28 Dec 2023: Speaker of "Program Edukasi Anti Pencucian Uang, Pencegahan Pendanaan Terorisme dan Pencegahan Pendanaan Proliferasi Senjata Pemusnah Massal (APU PPT PPPSPM)" by PT Idana Solusi Sejahtera

11 Sept 2020: Speaker of Learn and Grow Event of "Legal Aspects of Contract" by PT Bank Amar Indonesia Tbk

PARTICIPANT

15 Feb 2024: "Sosialisasi Peran UU P2SK dalam Memberikan Efek Jera bagi Pelaku Jasa Keuangan Ilegal" by OJK

16 June 2023: "ISO 27001 Re-Certification Audit on May 15-17 2023" by PT Idana Solusi Sejahtera (Cairin)

31 Mar 2023: "Webinar: Memahami dan Mencegah Fraud dan Tindak Pidana di Bidang Usaha Jasa Pembiayaan" by OJK

27-28 Oct 2022: "Webinar: Disclosure of Beneficial Owner Ownership Information in AML/CFT regime" by Otoritas Jasa Keuangan

8-10 Jun 2022: "UNSCR 1373 Webinar for Public Private Sector Engagement" by UNODC (United Nations Office on Drugs and Crime Indonesia)

8 Nov 2019: "Seminar Perbandingan Hukum Jaminan Fidusia Indonesia dan Korea Selatan" by Program Studi Magister Hukum dan Program Studi Kenotariatan UPH

31 Oct 2017: "Seminar Aspek Hukum Penerapan Prinsip Customer Due Diligence & Anti Money Laundering" by Hukum Online.

SKILLS

Computer skill (ms. office) | Draft a legal memo / legal opinion | Ability to lead the team | English language skill (written, verbal) | Negotiate with third parties | Case (legal) analysis | Draft and review agreement (bilingual / non-bilingual)

FORMAL EDUCATION

Bachelor Degree of Law
Pelita Harapan University
2012 – 2016
for 3,5 years

Master Degree of Notary Public
Pelita Harapan University
2019 – 2021
for 2 years

WORK EXPERIENCE

PT Gunung Raja Paksi Tbk – one of largest steel company
Corporate Legal & Secretary Manager (1 year) 181224 – 231125

- Acting as a Corporate Secretary which listed to IDX
- Handling corporate secretary matters and legal matters in Gunung Steel Group (PT Gunung Raja Paksi Tbk, PT Gunung Garuda, PT Gunung Gahapi Sakti, PT Gunung Baja Konstruksi)
- Prepare and submit IDX & OJK monthly, annual, incidental reporting, disclosure of information
- Prepare and organize all the process of GMS (RUPS) for public and private company
- Draft & review all the non commercial agreement
- Coordinate with BAE (Biro Administrasi Efek), OJK, IDX, Notary, and all the related parties
- Monitoring the Company's corporate actions in compliance with capital market regulations (dividend distributions, HMETD/right issue process, shares acquisition, etc)
- PIC of public expose, annual report and sustainability report

PT Idana Solusi Sejahtera (CAIRIN) – fintech p2p lending
Corporate Secretary & Legal Compliance Manager (2 years) 090123 – 161224

- Assisting BOD, BOC and shareholders for the weekly meeting, pre-GMS and GMS
- Draft, review the circular or docs of any corporate actions and related to GMS
- Coordinate with notary related to amendment of deed of company and other things related to license of the company and mandatory reporting.
- Drafting, translating and reviewing all kind of agreements, letters (loan, partnership/cooperation, employment, lease and many more) in Bahasa, English, Chinese and Bilingual version;
- Handling cases related to customer via LAPS SJK, all the reporting to OJK, as a PIC for OJK and create the summary of related regulation and make the socialization of it
- As PIC of OJK Audit from entry meeting until completion

PT Mediator Komunitas Indonesia (CROWDO) – fintech p2p lending
Compliance & Audit Associate Manager 250422 – 281222

- Conducting internal legal due diligence and having a good knowledge of POJK
- Drafting, translating and reviewing all kind of agreements (loan, partnership/cooperation, employment, lease and many more) in Bahasa, English, and Bilingual version;
- Draft and review PoA, SOP, terms and conditions, privacy policy, and many more.
- Reporting to regulator (OJK) and other related institution
- AML CFT Reporting and all reporting to OJK and as a Project Manager Officer of OJK Audit from entry meeting until completion
- Provide legal memo for any dispute

PT Bank Amar Indonesia Tbk (TUNAIKU) – banking & fintech
Corporate Legal Team Lead (3 years) 010319 – 180422

- Become a Corporate Legal Lead and having 4 (four) members in team: 1 (legal intern) and 3 (three) legal staff;
- Drafting, translating and reviewing all kind of agreements (loan, partnership/cooperation, employment, lease and many more) in Bahasa, English, and Bilingual version;
- Draft and review PoA, SOP, terms and conditions, Legal Memo, privacy policy, and all kind of letters to third party or related institution; and many more
- Processing Company's legality and licensing based on the procedures to comply the government regulation, such as OSS and OJK.
- Negotiate/meeting with third party including the related institution
- Create a monthly regulation updates

AEA Legal Consultant – law firm in corporate, and civil litigation
Junior Lawyer (2 years) 190816 – 100918

- As legal intern first, and being promoted as a Junior Lawyer with the job desc as follows: 1) Assisting Partner to court for legal cases and/or to other related institution Legal research; 2) Negotiate with third parties 3) Drafting, translating and reviewing all kind of agreements (joint venture, cooperation, etc) in Bahasa, English, and Bilingual version; 4) Draft and review PoA, legal opinion, and all kind of letters related to client; 5) Create a response letter for litigation cases (duplik / replik), etc
- Assigned to technology company (affiliate with the law firm) as a legal of the technology company