



WANDA DWIYANI, S.H

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Address : Central Jakarta
Birth date : August 2nd, 1998

Personal Summary

Experienced Corporate Legal professional with a proven track record in the multinational FMCG and automotive industries. Skilled in contract review, negotiation, and legal documentation, as well as supporting licensing and regulatory requirements.

Education

Formal Education

Universitas Diponegoro - Semarang, Central Java *Sept 2016 – June 2020*
Bachelor of Law, Cumulative GPA: 3.31

Non-Formal Education

Special Education for Advocates Profession (PKPA) *Jan 2021*
(Indonesia Advocate Association / PERADI)

Work Experience

PT Hyundai Motors Indonesia

Corporate & Commercial Legal Specialist

Kuningan, South Jakarta

Sept 2023 – Present

- Drafting or reviewing legal letters and agreements, and collaborating with internal stakeholders, government authorities, and external parties.
- Conduct legal research and monitor updates on applicable laws and regulations.
- Collaborate with internal teams and external counterparts on renewals of agreement, including amendments to terms and conditions.
- Coordinate internal processes for document execution and signing.
- Conduct basic legal research, prepare materials, and draft content for internal legal training sessions.

PT Alpen Food Industry (AICE Group Holdings Pte, Ltd)

Legal Senior Staff

PIK, North Jakarta

Feb 2021 – Aug 2023

- Assist in the management of permits through OSS System to the relevant institutions (SIINAS, LKPM, BPOM, BALIS, E-SKA, INSW).
- Assisting Legal Manager and Legal Supervisor for other legal-related matters such as legal research for Litigation or Non-Litigation case.

- Maintain legal administration and filling documentation.
- Drafting, review and negotiating agreements with 3rd parties.
- Handling the establishment of Limited Liability Companies in Indonesia and abroad (Philippines, Cambodia).
- Preparing Legal Due Diligence for Preliminary IPO.
- Managing Intellectual Property matters.
- Coordinate and liaise with relevant User, External Lawyer, Public Notary, Government, etc.
 - ✓ Achievement: Obtain “Tax Holiday” for the new business unit in Kawasan Ekonomi Khusus Sei Mangkei;

Leadership Experience

Pseudorechtspraak (Moot Court Community) – Universitas Diponegoro

Official Teams

Dec 2018 – Dec 2019

- Involved in establish and develop teams to join National Moot Court Competition held by Universitas Airlangga;
- I deepened my knowledge and skills in Bankruptcy and Intellectual Property Rights Law in the Field of Trademark

Achievement

2nd Winner of the Internal Moot Court Competition held by UKM-F Pseudorechtspraak, Faculty of Law, Universitas Diponegoro, Semarang

Nov 2016

Honorable Mention: Best Role “Panitera Terbaik”

I deepened my knowledge and skills in Criminal Law and Criminal Procedural Law through the Competition

3rd Winner for Bulaksumur National Moot Court Competition held by Faculty of Law, Universitas Gadjah Mada

Nov 2018

Honorable Mention: Best Paper

I deepened my knowledge and skills in Civil Law and Civil Procedural Law through the Competition

Skills Summary

- ✓ Communication and Negotiation
- ✓ Attention to Detail
- ✓ Organizing
- ✓ Highly Adaptable
- ✓ Strong Work Ethics
- ✓ Legal Research and Writing
- ✓ Problem Solving
- ✓ Microsoft Office
- ✓ OSS System
- ✓ English (Professional Proficiency)

Training / Online Class

Bimbingan Kerja untuk Fresh Graduate Hukum: Profesi In-House Counsel held by Hukumonline March 2021

Penyampaian Laporan Kegiatan Penanaman Modal "**LKPM**" held by Hukumonline April 2021

Kupas Tuntas Mekanisme Penyusunan Perjanjian Rekstrukturisasi Utang held by Hukumonline Nov 2022