



# GUGUN GUMILAR, S.H., M.Kn.

Senior Assistant Manager of Legal Division

## WORK EXPERIENCE

### Senior Assistant Manager of Legal Division

PT Asuransi Jiwa Taspen (Taspen Life) | September 2016 - present

- Manage and monitor internal legal team
- Drafting, Reviewing and Revising Company Agreements and/or Regulations
- Analyze and summarize legal documents (Legal Due Diligence)
- Ensure that all regulatory permissions remain current and appropriate for business needs
- Composing legal opinion and Assist upper management in providing legal advice and advice on handling litigation and other legal matters involving the company
- Collaborate with stakeholders to serve any legal documents
- Anticipating and managing all legal risks for the Company
- Review legal letters, contracts and agreements and monitor legal obligations under the agreement to ensure compliance with applicable laws and regulations
- Communicating and negotiating with external parties
- Liaise with Company's External Lawyer and/or notaries and/or Legal Consultant in order to successfully execute corporate actions and regulatory compliance
- Follow up with other divisions and/or lawyers regarding legal cases
- Manage internal procedures and documents and help develop and modify policies and procedures to comply with legal requirements
- Ensure that all employees are informed about the new laws applicable in the Company
- Collaborate and build the synergy to all division or department of the Company to determine legal processes, recommended procedural or policy changes to improve operations efficiency, and implement the processes
- Coordinating and Reporting Directly to Legal Division Head or Director.


### Lawyer Assistant


Ahmad Balya and Partners (AB&P) | November 2015 - June 2016

- Drafting and Reviewing agreement
- Arrange, draft and review legal documents both corporate and litigation including warning letter, legal correspondences, settlement agreement, petition, lawsuit etc
- Assist Client by supporting legal and related materials for assigned cases and projects
- Reporting work progress to Partners
- Submitting clients business permits
- Analyzing and summarizing legal documents




## EDUCATIONAL BACKGROUND

### Formal Education

 UNIVERSITAS TRISAKTI - JAKARTA  
Bachelor Of Law | 2011 - 2015  
Law on Bussiness and Industrial Activity  
GPA 3.24

 UNIVERSITAS PELITA HARAPAN - JAKARTA  
Magister of Notary Public | 2016 - 2017  
GPA 3.55

### Non- Formal Education

-  2019
  - Certificate In Life Insurance | AAMAI
  - Brevet AB | PKPPI
  - Certified Tax Lawyer (C.T.L) | Jimly School Of Law and Government - PKPPI
-  2020
  - Legal Drafting Training | Jimly School Of Law and Government
  - Certified Of Legal Auditor (C.LA) | LSP ASAHI
-  2021
  - Konsultan Hukum Pasar Modal | HKHPM
  - Certified Of Manajemem Umum Dana Pensiun | LSP DP

## Personal Information

I am a professional insurance legal and compliance. I've been central part of Legal and Compliance Team more than five years. I have good critical thinking skills, Contract Drafting skills, strong communicator for professional legal advice, excellence problem-solving skills, works well in a team and I have accomplished numerous achievements in current company.

Birth of date: Jakarta, October 25th 1993

Gender: Male

Status: Married

Nationality: Indonesian

## Contact

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 Gugun Gumilar

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