



# SHAFIRA HARNISA

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Jagakarsa, South Jakarta

An entry-level legal counsel with an experience in a financial technology company. Skilled in legal drafting, contract review, legal research and handling company's licensing. Strong legal professional with a Bachelor's degree focused in Law from the University of Indonesia.

## Work Experiences

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### PT Arash Digital Rekadana - Jakarta

Nov 2020 - Present

*Corporate Legal Staff*

- Drafting, reviewing and finalizing contracts to ensure that all of the contracts entered by the company are legally secure and enforceable. 100% of the company's partners have agreed to sign an NDA in order to comply with the ISO 27001:2013 policy.
- Maintaining contract process and contract renewal/extension dates.
- Drafting and reviewing Legal SOP/Policy and representing Legal Division for internal audit and surveillance, including ensuring corrective actions are carried out and executed properly.
- Actively communicate with the company's partners, especially Bank BUKU 4, for any legal-related inquiries. Managed 5 Banks BUKU 4 for the Cross Border Payment project.
- Conducting the registration and reporting of company licensing to Regulators (Bank Indonesia, BKPM, Kominfo)

### Saputra & Tampa Law Firm - Jakarta

Mar 2020 - Oct 2020

*Paralegal*

- Conducted intensive Legal Research on relevant laws and regulations on private law and criminal law.
- Prepared for trials by conducting Legal Opinion and drafting Pleadings, Power of Attorney and any related documents.
- Assisted litigation attorneys in handling cases including taking notes, meeting with clients and Reviewed and Proofread litigation documents. Participated in a team for handling a bankruptcy case at Surabaya District Court.

### Directorate General of Tax (DJP) of Republic of Indonesia - Jakarta

Jan 2020 - Feb 2020

*Jakarta*

*Legal Intern*

- Conducted legal research on the law of tax court procedure.
- Reviewed The Memorandum and/or Contra Memorandum for Extraordinary Appeal between DJP and Tax Payer.

### Ombudsman of Republic of Indonesia - Jakarta

Jul 2018 - Aug 2018

*Intern*

- Performed legal analysis on reports about complaints on public service delivery.
- Completed administration tasks such as filling and organizing documents in a proper location.

## Education Level

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### Universitas Indonesia - Depok, Indonesia

Aug 2016 - Jan 2020

*Bachelor Degree in Law, 3.49/4.00*

- Lead the Finance Division as Vice Manager at Badan Perwakilan Mahasiswa FHUI
- Achieved "Best Legal Opinion" at Business Law Society Training Day 2018

## Certification & Training

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### Certified Governance, Risk Management & Compliance Professional - PT Motekar Edukasi Indonesia (Dilatih.Co)

Mar 2022

### Training ISO 9001:2015 Quality Management System: Awareness & Internal Audit. - PT Trisula Sinergi Utama

Feb 2022

### Training Information Security Management System (ISMS): Requirements of ISO 27001:2013. - British Standards

Aug  
2021

*Institution Group*

### Advocate Professional Special Education (PKPA) - PERADI

Aug 2020 - Sep 2020

## Skills

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- **Soft Skills:** Communication, Teamwork, Time Management
- **Hard Skills:** Contract Drafting, Legal Contract Review, Legal Opinion, Basic Legal Due Diligence, Litigation Support, Reporting and Documentation
- **Language:** Bahasa Indonesia (Native). English (upper-intermediate).