



SILMI KAFFA

+62 812 9907 3832

silmi.kaffaa@gmail.com

<https://www.linkedin.com/in/silmi-kaffa-8b1020124/>

Professional Summary

A highly motivated, reliable team player who can also work independently, and a detail-oriented person in a growing start-up company and a former Notary Assistant with 4+ years of experience. Possess proficient practical skills and knowledge of Notarial Law, Corporate Law, Agrarian Law, Family Law, and more. Able to adapt to changing priorities and committed to delivering high-quality work. My most successful work included helping to process hundreds of clients' land certificates in the Tax Amnesty program. Currently seeking to secure a challenging and exciting position that will allow me to best utilize my skills and expertise in the hope of contributing to the growth of the company.

Academic History

- **Universitas Indonesia**
Master of Notarial Law (M.Kn.) | 2018 – 2020
- **Universitas Indonesia**
Bachelor of Law (S.H.) | 2013 – 2017

Work Experience

PT Pakde Solusi Digital (Shipper) - Jakarta, Indonesia

Legal Associate (December 2021 – Present)

- Drafting and reviewing various legal documentation and agreements;
- Providing legal advice and making sure any document for the contracts to be legally compliant with existing policies;
- Identifying a potential of possible legal defects that occur and preparing a solution;
- Providing legal opinion and guidance on legal issues to estimate the severity of its implication and define mitigating actions to avoid and minimize the risk exposure by prevailing laws and regulations;
- Conducting legal research on any relevant issues.

Kantor Notaris & PPAT Justriany Koni, S.H., M.Kn. - Jakarta, Indonesia

Notary Assistant (July 2017 – April 2021)

- Drafted, reviewed, and examined a wide range of Notarial and PPAT deeds, including but not limited to Akta Perjanjian Kredit, Akta Jual Beli, Akta Pendirian PT, Akta Pernyataan Keputusan Pemegang Saham di Luar Rapat, Risalah Rapat Umum Pemegang Saham, Akta Jual Beli Saham, Akta Personal/Corporate Guarantee, Akta Jaminan Fidusia, Akta Pemberian Hak Tanggungan, Akta Pengakuan Hutang, Akta Perjanjian Sewa Menyewa;
 - Reviewed and analyzed diverse Notarial and PPAT law matters as well as discovery material to determine substantive legal issues, relevance, and work product;
 - Conducted legal research;
 - Advised and provided legal assistance to clients on diverse Notarial and PPAT law matters;
 - Liaised with office operational staff and related parties;
 - Checked the validity of land certificates and registered the electronic mortgage right (HT-el) on Bank mortgaged land certificate;
 - Monitored the collateral binding and land registration process;
 - Participated in the formation of Notary and PPAT archives;
 - Handled administrative functions, including filing, typing, and copying necessary documents and information;
 - Transcribed and proofread legal documents;
 - Prepared the Notary and PPAT deeds report;
 - Assisted and directed the junior notary assistant in doing their daily work;
 - Assisted the Notary in Notarial and PPAT deeds reading.
-

Organizational and Project Experience

- **The Third Asian Symposium on Human Rights Education - International Education for Sustainable Development Alliance, Japan**
University of Indonesia Delegate | 2016
- **Badan Eksekutif Mahasiswa FH UI**
Finance Division Staff | 2014 – 2016
- **Event: "BRAVE 2016" held by Badan Eksekutif Mahasiswa FH UI**
Chief Coordinator of Media Partner Division | 2016
- **Seminar and Workshop Event: "Geothermal Development Prospect As A Substitute For Fossil Fuels" held by Badan Eksekutif Mahasiswa FH UI**
Sponsorship Division Staff | 2014