



DEPI PRAPITA SARI

"A motivated 25 years old, hard work, doing good, living well, creative, and being the best i can be"

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EDUCATION

2016-2020
Muhammadiyah University of Surakarta (UMS)

Bachelor of Law (IPK 3.23)
Civil Law and Employment Law

This major of law helps me understand law of interaction between people, corporate law, and employment.

ACHIEVEMENT

2019
First Place FEB UMS Economic Debate

ORGANIZATION

2017 - 2019

1. Human Resource Development Staff
Study Research and Debate Communities
UMS

2. General Treasure
Mentoring Al - Islam Faculty of Law UMS

2016 - 2018

General Secretary
Dewan Perwakilan Mahasiswa Faculty of Law UMS

SKILLS

- Microsoft Office Word, Excel, Power Point, Access & Outlook
- Legal Drafting
- Indonesian (aktive), English (passive)
- Good Communication and Negotiation

WORK EXPERIENCES

April 2021 - August 2022
Staff Human Compliance - Industrial Relation at PT. Sicepat Ekspres Indonesia

Responsibility:

- Conduct review about company policies
- Responsible for monitoring all employee contracts
- Implement company policies and regulation for employees
- Filling employee contract document
- Coordinate with HCBP at the branch
- Handle employee problems at the branch

November 2018 - April 2021
Paralegal at Legal Education Institution EDU SHALLMAN

Responsibility:

- Recieve legal consultation via website
- Conduct legal training planning and legal talkshow
- Manage Finance

May 2019 - January 2020
Paralegal at Badan Konsultasi dan Bantuan Hukum UMS

Responsibility:

- Helping advocate to prepare any legal document
- Drafting legal opinion
- Review legal document
- Filling document

November - December 2019
Intern at Anita Dyah Kurnia Dewi Notary PPAT Office

Responsibility:

- Helping notary to prepare any document
- Accompanying notary when had a meeting with client
- Document registration to the National Land Affairs (BPN)