SYAFIRA ANDRIYANI

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I’m a Legal Officer with 3 years experiences. I got scholarship for 3+ years, awardee of the most outstanding student and cumlaude awardee. I’m enthuastic, passionate to achive my target and always put the best effort to gotten best outcomes. I want to learn a new things, and discover new opportunity to give meaningful impact. With multiple leader experiences on my teamwork, I can identify and find solution with strategical problem solving. I can worked with satisfactory result.

# EDUCATION

## UNIVERSITAS JENDERAL SOEDIRMAN ( Bachelor of Law) September 2015 - May 2019

* Awardee of Creativity and Achievement the most outstanding student by Kementerian Riset, Teknologi dan Pendidikan Tinggi from 2016 until 2019.
* Cumlaude Awardee (GPA:3.70).
* Awardee of The Most Outstanding Student from Rector of Universitas Jenderal Soedirman and Dean of Faculty of Law.

## PENDIDIKAN KHUSUS PROFESI ADVOKAT (PKPA) November - Desember 2022

## Succesfully got the scholarship fee.

## UNITED NATION CONFERENCE ON TRADE AND DEVELOPMENT – YSI SUMMER SCHOOL July - August 2022

* Actively gave idea and authored in panel discussion and follow up discussion between all participants.
* Part of 300+ partcipants from 25+ countries.
* Project Summer School about Challenges, Opportunity and Made problem solving of a new international economic regulations order after pandemic.

# WORK EXPERIENCE

## PT. SHAN HAI MAP May 2021 - Present

* Handled performance research the projects, reviewed laws and regulations (Completeness the documents permission and acquistition).
* Successfully Managing and Made 200+ legal review and legal drafting about Foreign Invesment Agreement.
* Successfully for do Legal Due Diligence and Made Legal Opinion.
* Communicated and Coordinated with institution agencies related to company licensing and legal (clients of construction and Kementerian Lingkungan Hidup, OJK, Badan Pertanahan Nasional, Kementerian Energi Sumber Daya Mineral, Kementerian Perdagangan).
* Maintaned, Improved, Developed and Provided with further and spesific interpertation related OSS RBA.
* Assist BoD developing and Managing the projects and drafted, and finalized 200+ commercial legal contracts to support the operation of the company.
* Responsible for Completeness of Legal Documents and Licensing’s Documents of the vendor and client’s Company (drafting Peraturan Perusahaan, KBLI, BPJS, SiupMSE, SPTW, checking merk & licenses, checking company profile and others).
* Prepared and reviewed draft agreements or letters for routine transaction to ensure the draft agreement in accordance with the applicable regulations and legislations.
* Analyzed and given legal advice, legal opinion and legal assistance as well as having legal implications for work units that need to be associated.
* Successfully made Invesment Activity Report (LKPM).

## REVY SETYAWATI S.H (Notary) March 2020 - April 2021

* Assisted Notary to 80+ clients for consultation in the field of notarial law and land law.
* Responsible of Made deed of limited liability company, deed of land, and deed of credit/guarantee.
* Input limited liability company deed to Sisminbakum, Registration of land deeds at BPN.
* Filled all documents and notary monthly reports.

## KKN MERDEKA UNIVERSITAS JENDERAL SOEDIRMAN June – August 2018

* Successfully manage the project developing district with Kepala Desa and Gapoktani (Gabungan Kelompok Tani).
* Succesfully given law education for the people in Desa Karangsari, Cilacap, Central Java
* Provided to education for elementary school and given the motivation carreer for students.
* Handled UMKM for valuation Tech Comps and Social Activity.
* Winner 1st Best Project Marketing KKN Kec.Adipala Cilacap, Central Java.

# WORKSHOP & LEADERSHIP EXPERIENCES

## WORKSHOP WITH OJK, BAPPEBTI, HKHPM April 2017 & May 2018

* + Actively to Arranged Legal Audit Mechanism and Making Legal Opinion on Derivative Transcation Offers.
  + Awardee of Best Partcipants and Best Table and Actively participated on Seminar & Workshop (Legal Due Diligence).
  + Understand knowledge of law and regulations, POJK, and PBI.

## NATIONAL SEMINAR ASIAN LAW STUDENT'S ASSOCIATION Bali, March 2018

* + Actively to discussed about Strategy Build National Defense and Security from Cyber Attack Threats.
  + Actively participated on Seminar & Workshop.
  + Analyzed and Oversaw Work Program with President Director of Asian Law Student’s Association.

## NATIONAL SEMINAR ASIAN LAW STUDENT'S ASSOCIATION Surabaya, September 2017

* + Actively to Discussed about Achieving Leadership Based on The Spirit of indonesia.
  + Reviewed and Evaluated Law Practitioners As Our Nation's Leader.
  + Awardee of Best Delegates on Panel Discussion and Actively participated on Seminar & Workshop
  + Analyzed about Discussion on Seminar & Workshop.

## COORDINATOR OF PUBLIC RELATION NATIONAL MOOT COURT COMPETITION PIALA MAHKAMAH AGUNG

***April 2018 – March 2019***

* + Lead, Handled, Contributed to approaching the sponsors and other teams.
  + Communicated and Coordinated with Mahkamah Agung, 10+ Kejaksaan Negeri, Pengadilan Negeri, Pengadilan Tinggi Jawa Tengah, PERADI, Komisi Yudisial, Pemerintah Provinsi Jawa Tengah (Semarang), Pemerintah Kota Purwokerto.
  + Communicated, Coordinated and Collaborated with Committee, Sponsor and Participants.
  + Approached and follow up 30+ Media Partners and 40 +Sponsors scale National.

## MANAGER OF EXTERNAL AFFAIRS ASIAN LAW STUDENT'S ASSOCIATION (ALSA) June 2017 - August 2018

* + Lead and Handled 18+ projects (social projects, workshop, training legals, academic activities, competitions, legal writings).
  + Successfully to Achieve consistent as Winner in ALSA English Challenge and ALSA Competitions.
  + Responsible in Developing the organization members' legal.
  + Developed and Improved academic's members in collage.
  + Coordinated for all departments and Developed to give review projects to ALSA International.
  + Established and Arranged work program collaboration with National Universities and International Universities.
  + Successfully to Collaborate projects with ALSA Chulalangkorn Thailand, National University of Singapore and Chinese University of Hongkong.
  + Arranged and Managed performance all staffs.

## OFFICIAL TEAM OF ALSA LC UNSOED FOR NATIONAL MOOT COURT COMPETITION PIALA MAHKAMAH AGUNG XXII IN PALEMBANG August 2017- March 2018

* + Communicated and Coordinated with PERADI, Kejaksaan Negeri, and Pengadilan Negeri to Identify case and Finded solution to be winner in competition.
  + Developed and Built Strategic Valuation to be winner and Responsible for Completeness of Legal Documents.
  + Analyzed and Research the Solution of cases.
  + Successfully got 60+millions Rupiahs from sponsors.
  + Recruited the delegates for competition.
  + Successfully to Achive the Delegates as Winner "Best Lawyer, Best Judges, Best Presecutor".

## COORDINATOR OF PUBLIC RELATION ALSA LEGAL COACHING CLINIC WITH AMSA (ASIAN MEDICAL STUDENT'S ASSOCIATION) October 2017- March 2018

* + Search and Researched recently topic of discussion about Legal Coaching Clinic.
  + Built and Collaborated with ASIAN MEDICAL STUDENT'S ASSOCIATONS (AMSA), Pemerintah Kota Purbalingga, Disabled Leader Banyumas City, and Creativity Leader Cilacap City.
  + Met weekly to earn 100+ volunteer the course of mentorship (Disabled Team).
  + Analyzed legal topics to determine feasibility output workshop to all participants.
  + Made the website and social media to Disabled Team and peoples.
  + Developed strategic valuation for tech Comps.
  + Approached and Expanded strategic to get sponsor and media partners.

## SECRETARY OF LEGAL VISIT WITH ALSA LC UNIVERSITAS INDONESIA Jakarta, April 2017

* + Succesfully handled the projects with KPK and 2+ LawFirm Yang & Co and Gani Djemat & Partners.
  + Assisted Project Officer to managed all committee.
  + Helped to Improve the topics to discussing in KPK and 2+ LawFirm about Dispute resolution through Litigation and Non- Litigation for Legal Cooperate, Debitor, Creditor and about Money Laundry.
  + Responsible and Arranged for completeness legal documents and workshop.
  + Collaborated and Handled this project with ALSA LC Universitas Indonesia.

**SKILLS & INTERESTS**

* **Languages :** Bahasa Indonesia Native Proficiency), English (C1 Advanced - Professional Working Proficiency.) Toefl ITP: 517.
* **Computer :** Microsoft Word (Advanced), Microsoft Excel (Intermediate), Google Suites, Power Point, Canva, Adobe Photoshop.
* **Skills :** Pendidikan Khusus Profesi Advokat (PKPA) - Legal Drafting - Legal Contract - Legal Review - Legal Coorporate – Legal Opinion - Legal Due Diligence - Analytical Skill - Communication - Negotiation - Leadership - Strategic Thinking - Event & Project Management.