



YUNITA OKTAVIANI, SH, MH

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Summary

Senior Legal with 6 years experiences of specializing in Licensing documents. Experienced with all problem solving of litigation and non-litigation. Strong background in law and relation with government.

Experience

Legal Corporate – January 2023 – Present

PT TRIDINAMIKA JAYA INSTRUMENT (Mirakuru Group)

- Ensuring the company's operations run smoothly.
- Using OSS for run company license.
- Control and manage permit documents of Import, Izin Edar, IPAK, BPOM, Merek and other license for All Unit Business.
- Drafting RUPS and consolidate with Notary.
- Drafting and review contract documents (MoU).
- Meet with the government auditor team in the problem of the result audit of auction.
- Make a police report and coordinate with them.
- File a lawsuit and attend court.
- Coordinating with retainer lawyer for each problem.
- Carry out due diligence and provide legal opinions for each requested problem.
- Prepare documents for restructuring and IPO preparation.
- Assisting in resolving legal issues for business units such as RALALI.COM, RBIZ, Kalibrasi.com, etc

Legal Corporate – August 2022 – Januari 2023

PT AMMANA FINTEK SYARIAH

- Assisting with the completion of SILARAS Reports and other reports on the OJK website and application.
- Submitting reports to OJK regarding the submission of monthly, quarterly, and annual reports on the SILARAS and other reports.
- Drafting and reviewing MoU.
- Communicating with OJK on any issues related to regulations.
- Communicating with OJK for restructuring preparations.
- Coordinating with a Notary for each General Meeting of Shareholders (RUPS).
- Coordinating with External Lawyers to prepare restructuring and fraud-related documents (if any).
- Studying each new regulation related to the platform.

Legal Corporate – August 2021 – July 2022

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- Meet with the government auditor team in the problem of the result audit of auction.

Paralegal – July 2018 – Agustus 2021

LAW OFFICE JIMI SIREGAR & PARTNERS

- Drafting, reviewing, and revising legal documents under the supervision of a lawyer.
- Managing confidential case files and organizing documents for court filings.
- Participating in client meetings and preparing status reports for clients.
- Creating and maintaining a database for case management and document tracking.
- Developing and maintaining positive relationships with clients and colleagues.
- Attending court proceedings and providing administrative support to the lawyers.
- In House Lawyer for PT APLUS PACIFIC & PT Padma Karya Prima.

Education

Magister of Science: **Law** - 2023

S2 – Pascasarjana Universitas Sultan Ageng Tirtayasa Serang

S1 – Universitas Islam Negeri Syarif Hidayatullah Jakarta

Certification

- Pendidikan Khusus Profesi Advokat (PKPA), PERADI - 2018
- Ujian Profesi Advokat (UPA), PERADI - 2019
- Berita Acara Sumpah (BAS), PERADI – 2021

Languages

Indonesia - Advance

English - Intermediate

Skill

- Communication
- Negotiation
- Project Manajement