

DHIYA ALIF PRADANA SYAFIQ

TRAINEE ASSOCIATE

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A law graduate from Universitas Kartini Surabaya who's experienced in composing and managing paperwork for case trials, evaluating proposals and contracts also handled several leadership roles in various projects. A person who's eager to always expand his experiences and knowledge; has interests in Corporate & Commercial Law and Intellectual Property expertise.



WORK EXPERIENCES

PT Edwin Primadaya Mandiri

Mar 2016 – Oct 2021

Program Lead for Project Consultancy

- Evaluated proposals prepared by the team.
- Developed project and program plans.
- Leading and giving directions to project and program leaders.

PT Edwin Primadaya Mandiri

Dec 2013 – Feb 2016

Head of Bid Proposal and Contract Management

- Evaluated tender documents and prepared bid proposals.
- Examined contract documents before signed by the company's directors.
- Provided advices on contractual and legal matters for the directors.
- Dealt with contractual and legal settlement for the company related to contractual and legal disputes with company's employer or clients.

BC Records

Feb 2011 – Dec 2013

Head of Managerial

- Managed artists under the label's schedules, ranging from recording schedule, video clip shooting schedule, launching and promotions.
- Coordinated marketing and promotional pushes.
- Managed artists' booking decisions.

INTERNSHIP EXPERIENCE

Syahdian Wiradinata Law Office

Dec 2021 – Mar 2023

Legal Intern

- Composing and handling paperwork for two criminal case trials and four civil case trials.
- Assigned to a lawyer team for several cases.
- Successfully mediated defendant and plaintiff regarding their dispute to reach mutual agreement.
- Interview clients and take statements from important witnesses.
- Legal research and prepare for presentations.
- Arrange and coordinate meetings and appointments.

ORGANIZATIONAL & CO-CURRICULAR ACTIVITIES

Civil Law Students Association Faculty of Law UNPAD

Jul 2015 – Jun 2016

Head of Merchandising

- Designed and produced organization's first official association's jacket as organization's uniform.
- Managing merchandise procurement.

The 8th International Kampoeng Jazz

Apr 2015 – Apr 2016

Person in Charge for Backstage Area

- Person in charge for Guardline Division in backstage area, coordinating directly with Field Commander of Backstage Guardline.
- Secured and cleared backstage area from internal and external parties that doesn't have clearance.
- Secured artists' entrances, exits, pathways, and waiting rooms in backstage area.
- Commanded guardline staffs and guarding artists in backstage area.

Paradise of Art

Jan 2015 – Dec 2015

Stage Manager

- Responsible for theatre production on stage.
- Managed casts, dancers, stage properties and scene-to-scene changes.
- Coordinated with lighting and music team on every scene.
- Responsible for keeping every scene goes along with the rundown.

Syarekat Seni Faculteit des Recht

Dec 2014 – Dec 2015

Head of Percussion

- Supervised percussion staffs.
- Designed, implemented, and managed work and operational plan.

Padjadjaran Lawlympic

Jan 2013 – Dec 2013

Vice Chief of Public Relations

- Registered permits with related parties, such as government officials and venue's administrator.
- Checked on venue's availability and dealt with the administration.
- Delivered invitations to participants, confirmed their attendance and participation.

EDUCATION LEVEL

Universitas Kartini Surabaya

Aug 2019 – Dec 2020

Bachelor Degree in Law

- GPA 3.53/4.00
- Major in Civil Law

Universitas Padjadjaran

Aug 2012 – Jul 2019

Faculty of Law

- Major in Civil Law
- Resigned

TRAINING

Indonesian Advocates Association - Advocate Profession Special Training (PKPA PERADI)

2022

- A mandatory training and education program for law graduate before taking the Bar exam and officially appointed as an Advocate.

SKILLS

Technical Skills

- Microsoft Word
- Adobe Photoshop
- Contract Drafting
- Contract Review
- Legal Research
- Legal Review
- Legal Assistance

Non-Technical Skills

- Teamwork
- Adaptive
- Communicative
- Eager to Learn

Languages

- Bahasa Indonesia : Active
- English : Active