



# ANDHIKA PRATAM PUTRA

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Jalan Sejahtera A 33 No. 4, Jurang Mangu, Pondok Aren, Tangerang Selatan

Experienced in work in the fields of litigation, mediation, negotiation, dispute resolution. I have strong knowledge of company law, business law, tax law, arbitration, legal research, problem solving and communication. Apart from that, I have high discipline and a desire to learn. Apart from that, in my work I prioritize teamwork and am oriented towards the growth and development of the company.

## Work Experiences

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### **Bambang Suwarno Marbun & Partners- Tangerang Kota, Banten**

Mar 2024- Currently

#### *Associate*

Bambang Suwarno Marbun & Partners law offices that focuses on land law Resolved

- Create legal documents such as power of attorney letters, summons letters, lawsuit letters and others.
- Fully responsible for handling cases currently being carried out by the office.
- Participate in handling cases directly that are being carried out by the office, both in litigation and non-litigation.
- Provide correct legal opinions in accordance with applicable legal provisions.
- Create agreement documents and review agreements.
- Conduct legal research to provide legal solutions, strategies and opinions on cases and/or clients' legal needs to resolve their problems.
- Liaise with legal justice institutions and the government to fulfill, protect and maintain clients' legal interests and needs.
- Assist and represent clients in both litigation and non-litigation cases including civil, criminal, bankruptcy, PKPU, negotiations and other dispute resolution such as PHI and land
- Regency regarding market revitalization
- Reporting the Tiga Raksa Police Chief to the National Police Headquarters Propam on suspicion of violating procedures for handling market revitalization
- Reporting a criminal act of false reporting to the Banten Regional Police regarding a transaction to purchase a plot of land.
- Carrying out a PMH lawsuit at the West Jakarta District Court between individuals against the Government of the Republic of Indonesia Cq. Ministry of Public Works and Public Housing, DKK and Government of the Republic of Indonesia Cq. Minister of Home Affairs DKK
- Reporting alleged criminal acts of abuse committed by Satpol PP officers at the Pasar Kemis Police.
- Accompanying clients as respondents to alleged criminal acts at the Banten Regional Police.
- Accompanying our clients at the Manpower Service in Tangerang Regency in carrying out bipartite work with the company regarding unilateral layoffs.
- Attended the trial regarding the change of name of the heir at the Tangerang District Court.
- Attended trial as a defendant in an unlawful act case at the West Jakarta District Court

### **Rey & Co Attorney at Law - Bintaro, Tangerang Selatan**

Oct 2022 - Mar 2024

#### *Junior Associate*

Rey & Co Law Office is a law office that focuses on customs and excise taxes Resolved

- A PPH Article 15 tax dispute case with a nominal value of 13 billion IDR.
- Handled SKP & STP, Bukper, Bapemda cases with a nominal value of approximately 11 billion IDR.
- Conducted comprehensive document analysis against opponent documents from DJP.
- Handling tax crime cases related to special relationships allegedly resulted in state losses amounting 85 billion
- Review debt and receivable agreement contracts.
- Carry out client advice.
- Make answers or responses to letters issued by the DJP such as examples of alleged tax evasion, SPHP, STP.
- Carrying out basic legal research, data, references for submitting applications to the Director General of Taxes, such as requests for corrections to SKPKB, STP, objection decisions, etc., requests for objections to the issuance of SKPKB.
- Prepare all Application attachments in the form of documents and/or data from the Taxpayer, legal basis, as well as administrative requirements for submitting the application.
- Record all case documents for archival needs.
- Prepare all evidence documents for filing litigation legal action.
- Make a list of evidence submitted in lawsuits, appeals to the Tax Court.
- Prepare all complete documents and administrative requirements for filing a lawsuit, appeal, judicial review, such as (list of lawsuits and/or appeals, PK Deed, payment of court fees and creating a Virtual Account.
- Prepare drafts of Claims, Appeals, Judicial Reviews, along with rebuttals, written explanations, witness affidavits, lists of evidence, and conclusions.
- Prepare a draft special power of attorney for litigation legal action.

- Hold a meeting with the client to list all documents needed for the legal action that will be carried out.
- Continuously responsible for handling cases as well as monitoring and reporting case developments in a comprehensive and timely manner.
- Conduct legal research to provide legal solutions, strategies and opinions on clients cases and/or legal needs to resolve their problems.
- Prepare and review legal documents, both corporate and litigation, including warning letters, legal correspondence, settlement agreements, petitions, lawsuits.
- Examine, review and analyze contracts, memoranda, laws, regulations, decisions and other legal documents.
- Liaise with legal justice institutions and the government to fulfill, protect and maintain the client's legal interests and needs.
- Continuously responsible for handling cases as well as monitoring and reporting case developments in a comprehensive and timely manner.

#### Law Firm Dr. YB IRPAN - Surakarta, Jawa Tengah

Mar 2021 - Aug 2021

##### Legal Intern

Law Office of Dr. YB IRPAN is an office that focuses on criminal law, civil law and state administrative law

- Gained experience in contract review, legal drafting, and creating legal opinions.
- Learned the nuances of office regulations and legal agreements
- Make a subpoena
- Conduct contract reviewsMake a lawsuit against the law.
- Create an exception or answer.

#### Solo Raya Law Firm - Solo, Jawa Tengah

Feb 2020 - Apr 2022

##### Legal Intern

Solo Raya law office, is an office led by I GEDE SUKADENAWA PUTRA focusing on family law and criminal law

- Successfully resolved a PTUN lawsuit between the Regent of Wonogiri and the village head.
- Gained experience outside of my study focus, enhancing my versatility in the legal field.
- Advocating for several worker
- Provide legal education to the Semar community or people suffering from TB
- Provide legal education to demonstrators so that they are deceived in carrying out demonstrations based on applicable law.
- Conduct legal education to the community regarding the role of paralegals
- Accompanying clients to visit prisoners in prison.
- Accompanying a client as a reported person for embezzling company money at the Cilacap police station.

## Education Level

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#### Universitas Islam Batik - Surakarta

Apr 2018 - Apr 2022

Bachelor Degree in Civil Law, 3.89/4.00

- Assistant Lecturer in Legal Anthropology subject with lecturer Dr. Hanuring Ayu Ardanim Putri, S.H, M.H

## Organisational Experience

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#### Badan Eksekutif Mahasiswa Fakultas Hukum Universitas Islam Batik

Apr 2020 - Jul 2021

Anggota Divisi SDM

- Create events aimed at developing the skills of law faculty students
- Provide legal education in the community

## Skills, Achievements & Other Experience

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- **Pendidikan Khusus Profesi Advokat (2022):** Dewan Pengacara Indonesia (DPN)
- **Ujian Profesi Advokat (2022):** Dewan Pengacara Indonesia (DPN)
- **Kartu Tanda Advokat (KTA) (2023):** Dewan Pengacara Indonesia (DPN)
- **Own certicate Brevet A dan B from P5I (Perkumpulan Profesi Pengacara Dan Praktisi Pajak Indonesia)**
- **Dos and Don'ts in drafting arbitration clauses in Indonesia (2024):** Anggraini & Partners with Singapore Center of Maritim Arbitration 2024
- **Berita Acara Sumpah (2021):** Pengadilan Tinggi Semarang
- **Contribute to providing legal education in the Semar community (2021):** LBH Solo Raya
- **Paralegal Training (2019):** LBH Solo Raya
- **Legal Research and Analysis (2022):** Uniba
- **Resolving Shipping & Commodities Dispute by Arbitration (2024) :** Singapore Chambers of Maritim Arbitration
- **International Trade Arbitrations Partical consideration (2024) :** Singapore Chambers of Maritim Arbitration

## Publications & Articles

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- Juridical Review of Law Enforcement in Corporate Liability in Moda Market insider trading crimes (<https://journal.uniba.ac.id/index.php/SH/article/view/573>)

## References

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Managing Pratrners Bambang Suwarno Marbun, S.H., M.H/ [bbangsuwarnomarbun9@gmail.com](mailto:bbangsuwarnomarbun9@gmail.com) dan +6281357302298

Managing Partners Dr. Alessandro Rey, S.H, M.H, MKn, BSC, MBA [/rnc.hrga@gmail.com](mailto:/rnc.hrga@gmail.com) dan +628111676999

Dosen Nourma Dewi, S.H, M.H/ [nourmadewi03@gmail.com](mailto:nourmadewi03@gmail.com) dan +628984850030

Best Regards,

Andika Pratama Putra