**Curriculum Vitae**

 Andrew.215742@2freemail.com

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Name : Andrew

Date & Birthplace : Jakarta, May 6th 1986

Marital status : Married

Nationality : Indonesian

**Key Points :**

* Work hard and efficient is my credos
* Smart, fast learner and high achiever
* The ability to work well in a teamwork environment as well as independently
* Possess strong analytical and problem solving skills
* Fluent in English, both oral and written

**Formal Education**

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| **Year of study** | **Institution** |
| 2004 - 2010 | Graduated from Trisakti University Majoring on Faculty of Crime Law (Bachelor Degree)<http://www.trisakti.ac.id/> , <http://www.trisakti.ac.id/?page=faculty&sw=fh>  |
| 2001 - 2004 | Graduated from Bhakti Samudra Senior High School, Jakarta |
| 1998 - 2001 | Graduated from Strada Marga Mulia Junior High School, Jakarta |

**Informal Education :**

* 2001 – 2003 Graduated from LIA English language for General English, Intermediate Level <http://liapramuka.com/>

**Other Skills :**

* Computer literate, familiar with Internet and MS OFFICE (Word, Excel, Power Point, Outlook)
* English as second language both oral and written

**Organization Experience :**

* *Voice of law*, it’s a group discussion for updated law news and campus news at Trisakti University, Jakarta, Indonesia.
* *Court Justice Simulation*, it’s a simulation for real court drama which all of the judges, advocate, jury and audience were law student. It helps all law students to get the picture and understanding what is going on at real court justice with some cases to studied with, at Trisakti University, Jakarta, Indonesia

**Workshop :**

* As one of the participant workshop from **Constitution Centre Adnan Buyung Nasution**, subject: “*End of Year National Reflection for reflection of election system and province election 2010*”.
* As one of the participant workshop from Trisakti University with **Endar Pulungan S.H.** as speaker with subject: “*socialization program of specialization 4 ways to avoid and deal with crimes 2007”***.**
* As one of the participant at **Money Laundering** workshop 2006 at Trisakti University Jakarta.
* As one of the participant at **Law Mafia** workshop 2005 at Trisakti University Jakarta.

**Training :**

* 2012 : **Stepping Up – For New Supervisors**, training from Lippo Karawaci Tbk, PT
* 2013 : **Planning Organizing Actuating Controlling (POAC)**, training from Lippo Karawaci Tbk, PT

**Employment History :**

#### *Legal Supervisor* (August 2012 – March 2014)

#### *Kencana Megah Lestari PT. (Tamini Square) – Indonesia*

Tamini Square is a part of Lippo Malls Indonesia, Lippo Malls Indonesia is wholly owned, managed and controlled by Lippo Karawaci Tbk, PT., one of Indonesia’s largest listed property company. Tamini Square is a family mall with a complete retail mix to attracts young market segment with its strength in fashion, local and International brands, bookstore and a modern cinema.

<http://www.lippomalls.com/site/tamini-square.html>

Responsibilities and job task are listed below :

* Reporting to the Mall Manager and Mall Director
* Training, assisting and supervising the legal staff to work efficiently and accordingly.
* Acting as a Manager on Duty (MOD) on a monthly basis to represent the management and responsible for the smooth operation of the mall. Handling and solving any rising issue regarding the building facility, tenant and any other issues.
* Handling and examining business documents, such as:
1. The deed of establishment of the company and the change within with the approval from the Law and Human Rights Minister.
2. Letter of business permit
3. Company registration
4. Tax registration number
* Reviewing agreement, such as :
1. Lease agreement. Clients : *Carrefour, Mc Donalds, KFC, Pizza Hut, Cinema, Electronic City*.
2. Sale Purchase Agreement.
3. Media Promotion Agreement (wall signs, neon sign, pole gate, billboard).
4. Base Telecommunications System (BTS).
5. Partnership Agreement, such as :
* Between companies, agreement from the owner to the building management.
* Agreement with the outsourcing companies in housekeeping, security, pest control and parking department.
* Agreement with facility management (lift, escalator and travelator), client : *Otis.*
* Agreement with the event organizer.
* Agreement with the contractor for the building maintenance

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* ***Legal Officer*** (November 2011 – August 2012)

**Kilap Propertindo PT. (Bekasi Square)** – Indonesia

Bekasi Square is a concept mall, combine of 4 concept in 1 strategic location, this concept will attract family and entrepreneurs. Bekasi Square integrated with shopping mall, 3 floor office (shop) and soon will be an apartment and hotel.

[www.bekasisquare.com](http://www.bekasisquare.com)

Responsibilities and job task are listed below :

* Reporting to the Legal Coordinator
* Listing tenancies contracts
* Drafting and reviewing Agreement, such as:
1. Lease Agreement. Clients: *Carrefour, Sport Station, Lotus Department Store, Planet Surf, Cinema XXl, Pizza Hut, ATM Branches*
2. Sale Purchase Agreement
3. Media Promotion Agreement (wall signs, neon sign, pole gate, billboard)
4. Base Telecommunications System (BTS)
5. Partnership Agreement, such as :
* Between companies, agreement from the owner to the building management
* Agreement with the outsourcing companies in housekeeping, security, pest control and parking department
* Agreement with the facilities maintenance (lift, escalator and travelator), client : *Thyssen Krup*
* Agreement with the event organizer
* Agreement with the contractor for the building maintenance

#### *Legal Staff* (February 2011 – November 2011)

#### Mandiri Cipta Gemilang PT. (PX Pavilion@St. Moritz) – Indonesia

PX Pavilion is a part of Lippo Malls Indonesia, Lippo Malls Indonesia is wholly owned, managed and controlled by Lippo Karawaci Tbk, PT., Indonesia’s largest listed property company. PX Pavilion is the newest lifestyle and entertainment hot spot in town, located in the heart of central business district, PX Pavilion will be the after sought destination for high end shoppers

 <http://www.thestmoritz.com>

Responsibilities and job task are listed below :

* Listing tenancies contracts
* Reporting to the Legal Manager
* Reviewing the existing lease agreement and drafting for new lease agreement. Clients: *J.Co Donuts, Ranch Market, Times Bookstore, Tony Roma's, Apple Store E-max, Gold’s Gym, Harley Davidson, etc.*
* Reviewing the existing third party agreement and drafting for new third party agreement
* Drafting and reviewing business letter for any related legal matters
* Supporting and assisting all division for any related legal matters
* Legal advising to the listing tenancy

**All related documents will be sent upon request**