

HASNAFA NOORDYKA

(+62) 877-2275-5561 | nafanrdyka@gmail.com | www.linkedin.com/in/nafanrdyka

PROFILE SUMMARY

A bachelor's degree from Parahyangan Catholic University who has eagerness to learn, explore, and enjoy new things in fast-paced work culture, also to develop my professional skills to widen my career journey. I find myself as an adaptable person who is highly motivated to work as part of a team and giving impact through contribution to reach company goals in the field of Private Law, Public Law, Corporate Law, Agrarian Law, and Labour Law.

EDUCATIONAL HISTORY

UNIVERSITAS KATOLIK PARAHYANGAN August 2017 – October 2021
Bachelor's Degree of Law Department | Faculty of Law GPA | 2.96

PROFESSIONAL EXPERIENCES

NOTARIS/PPAT Dr. ERNY KENCANAWATI, S.H., M.H. December 2021 – March 2022

Legal Intern | Notary Public Office

- Reviewing the agreement drafts between the company and Partners.
- Learning to write a draft agreement according to the template applicable to the company.
- Paying attention to every detail writing in the draft agreement to prevent errors in making the draft agreement.
- Carried out the several clerical tasks (such as documents filling and correspondence).

IMMANUEL SIANIPAR & Co.

October 2021 – January 2022

Legal Intern | Litigation Lawyer Office

- Carried out the several tasks related to the proceedings in Court.
- Participating and following the Pre-Trial process at the Court.
- Accompanying the Suspects (Clients) to carry out the BAP Examination Process by the Investigator Team (Police).
- Worked closely with Clients to communicate and understand what Clients want, need, and special request.
- Carried out the several clerical tasks (such as documents filling and correspondence).

NON-PROFESSIONAL EXPERIENCES

HAKKEN SMOOTH KNITWEAR September 2021 – Present

Freelance Model & Social Media Marketing | Women's Clothing Store

- Carried out the duties as a Product Photo Talent for clothing commercial purposes.
- Carried out a promotion tasks for their clothing products to increase benefits.
- Carried out a promotion tasks on their various social media (Instagram and TikTok) and e-commerce applications (Shopee and TikTok Shop).

DE'CHICK FRIED CHICKEN

March 2020 – Present

Assistant Partner/Owner | Fast Food Restaurant

- Providing directions and controlling the Employees to run according to Standard Operating Procedures (SOP), such as kitchen and store sanitation, also the availability of food and beverage stock in the storefront.
- Checking up the stock of goods.
- Providing advices to the Partner/Owner to increase the number of orders on e-commerce applications (GoFood, GrabFood, and ShopeeFood).
- Creating the financial reports (income and expenses) every month.

ORGANIZATION EXPERIENCES

PARAHYANGAN LEGAL COMPETITION 2020 February 2020

Staff of Liaison Officer Division

- Responsible as a Liaison between Delegation Participants and the Organizer.
- Responsible to fulfilling the needs and requirements of Delegation Participants, then in charge of conveying to the Committee Team.

- Providing information on matters asked by Delegation Participants regarding time, place, and the event orders.

HIMPUNAN MAHASISWA PROGRAM STUDI ILMU HUKUM

September 2018 – May 2019

Staff of Advocacy and Humanities Division

- Assisted with team to monitoring, handle, analyzed student's internal and external issues.
- Tasked to handle student advocacy program.
- Responsible and appointed as Treasurer of SIAP UTS and SIAP UAS Faculty of Law to coordinate funds to carry out their work programs.

PARAHYANGAN LEGAL COMPETITION 2018

April 2018

Staff of Chair Person and Time Keeper Division

- Carried out the duties to monitoring the flow of time and calculating the duration of the debate.
- Carried out the duties to facilitating the debate.
- Responsible to keeping the debate in accordance with the time allocation in each segment that has been determined.
- Responsible to ensuring that the debate doesn't exceed the predetermined duration.

INISIASI DAN ADAPTASI UNIVERSITAS KATOLIK PARAHYANGAN (SIAP UNPAR 2018)

July 2018

Staff of Mentor and Co-Facilitator Division

- Accompanying and guiding new students to adapt during the orientation period at Universitas Katolik Parahyangan.
- Providing the assignments and projects that new students should complete during the orientation period.
- Conducts sharing session activities with lecturers and students according to the schedule.
- Explaining various aspects of the assessment that will be given to new students, so that they can prepare themselves properly.

VOLUNTEER EXPERIENCES

DIGITAL ECONOMY, FINTECH, E-COMMERCE, AND BIG DATA

August 2019

Participant | Public Lecture

LEGAL GOES TO CAMPUS: INHOUSE LAWYER

November 2017

Participant | Public Lecture

PARAHYANGAN FUTURE LEADER 2017/2018

November 2017

Participant | Seminar and Training

SKILLS: Analyzing, Time Management, Team Work, Communication, Negotiation, Legal Document Preparation, Legal Research, Legal Advice, and Legal Assistance.

VALUE ADDED SKILLS: Basic Microsoft Office and Basic Google Workspace.