



FARIS ADAM

SUMMARY

Detail-oriented who applies excellent writing skills in drafting briefs, legal memorandums, legal research and correspondence. Conduct all legal business professionally and with little guidance from seniors and supervisors. Adept to collaborating with a diverse range of legal personnel including associates, partners and legal secretaries. Tackles cases with tenacity and an analytical mindset.

PERSONAL SKILLS

- Creative Spirit
- Reliable and Professional
- Organized
- Time Management
- Team Player
- Fast Learner
- Motivated

SOFTWARE SKILLS

- Microsoft Office: Word, Excel, Powerpoint & Outlook;
- Web Browsers: Google, Chrome, Opera & Safari.

CONTACT

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- W: linkedin.com/in/faris-adam-90b72bb2/

ADDRESS

Jl. Manunggal II E No.15
RT. 009, RW. 002,
Kel. Petukangan
Selatan, Kec. Pesanggrahan
, Jakarta Selatan, Kode Pos
12270.

WORK EXPERIENCE

PROVIDENCE GROUP

Legal Staff | Mar 2019 - Present

- Handling, Drafting & Review Agreement Contract and other Legal Document;
- Coordinate with Third Parties such as Notary Offices, Law Firm and Government Agencies;
- Legalization and Monitoring of the Company's Intellectual Property Rights.

PT. FREIGHT LINER INDONESIA

Marketing Executive | Feb 2018 - Aug 2018

- Receive & Handle Inquiries from Customers;
- Collect Accurate Information & Documentation from Customers;
- Review Suppliers Quotation Before Shipment;
- Follow Up on Inquiries & Quotations.

INTERNSHIP LAW PROGRAM

West Jakarta District Court | Sep 2014 - Mar 2015

- Practice of Procedural Law;
- Making Report Judiciary.

LEMBAGA BANTUAN HUKUM (LBH)

Staff non Litigation | Sep 2013 - Mar 2014

- Prepared Legal Documents;
- Review and Provide Legal Advice.

EDUCATION

SENIOR HIGH SCHOOL

Yadika 5 High School | 2009 - 2012
Social Sciences

BACHELOR OF LAW, MAJORING INTERNATIONAL BUSINESS LAW

Esa Unggul University | 2012 - 2018
GPA 3.05

CERTIFICATIONS

TOEFL Score 454
English Language Institute | Sep 2013

CONTRACT DRAFTING & NEGOTIATION SKILL
Perancang & Ahli Hukum Kontrak Indonesia | Aug 2018

INTERNSHIP
Perhimpunan Advocat Indonesia (PERADI), Mar 2015