



# NADILA CAERIZMA NELZA

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## PROFILE

Bachelor of Constitutional Law graduate, Faculty of Sharia and Law at Sultan Syarif Kasim State Islamic University, Riau. Has work experience in the administrative and public service fields. Experienced intern at the Pekanbaru Religious Court has skills in case administration, archiving and preparing court files, SIPP data input, following the trial process as a legal observer. Accustomed to working in a team, and managing data and documents carefully. Has good communication skills, quick adaptation, problem solving, and good administrative management, and is ready to make a real contribution in the world of work, especially in the field of public service.

## EDUCATION

- 2009 - 2015 | **ELEMENTARY SCHOOL 14 GUNUNG SARIK**
- 2015 - 2018 | **JUNIOR HIGH SCHOOL 18 PADANG**
- 2018 - 2021 | **SENIOR HIGH SCHOOL MEDIA UTAMA PADANG**
- 2021 - 2025 | **BACHELOR OF LAW (S.H) - CONSTITUTIONAL LAW | SULTAN SYARIF KASIM STATE ISLAMIC UNIVERSITY OF RIAU**  
Undergraduate Thesis on Implementation of Legal Protection for Child Victims of Sexual Violence at the Women's Empowerment, Child Protection and Community Empowerment Service (DP3APM) of Pekanbaru City Based on Regional Regulation Number 2 of 2023 from the Fiqh Siyasah Perspective. Graduated with a GPA of 3.60.

## ORGANIZATIONAL EXPERIENCE

- 2021 | **MEMBER | KOPERASI STUDENT COOPERATIVE (KOPMA) STATE ISLAMIC UNIVERSITY OF SULTAN SYARIF KASIM RIAU**  
Participate in business activities, entrepreneurship training, and cooperative education programs. Improve understanding of cooperative management, member services, and teamwork within a people-based economic organization.
- 2022 | **MEMBER | STUDENT EXECUTIVE COUNCIL (DEMA) FACULTY OF SHARIA AND LAW, STATE ISLAMIC UNIVERSITY OF SULTAN SYARIF KASIM RIAU**  
Participate in student advocacy activities, academic development, and leadership and legal training. Involved in coordinating events, scientific discussions, and student activities that strengthen students' role as agents of change on campus.

## INTERNSHIP EXPERIENCE

- **JULY - AUGUST 2023 | LEGAL ASSISTANT | RELIGIOUS COURT PEKANBARU**  
Assisting the Clerk in administering cases, filing applications and scheduling trials, archiving case files and preparing trial files, inputting case data into the Case Tracking Information System (SIPP) and following the trial process as a legal observer.

## WORK EXPERIENCE

- **JANUARY - JUNE 2019 | CASHIER | KONKOW MART PADANG**  
Providing the best service to customers, recording, calculating total income, inputting payments, entering incoming stock into input, arranging product displays and conducting monthly stock checks.
- **JANUARY 2020 - FEBRUARY 2022 | BEAUTICIAN | BEAUTY WOMEN SKY PADANG**  
Providing the best service to customers, working together in a team, offering promotions and providing beauty care services to customers.
- **APRIL - MAY 2022 | SALES PROMOTION GIRL | PT. MARDHIKA COLOR (HAMMER GROUP) PEKANBARU**  
Providing the best service to customers, arranging product displays, counting the number of incoming goods, working together in a team, conducting stocktaking every month and offering discount promotions to customers.
- **AUGUST 2022 - MARCH 2025 | SALES PROMOTION GIRL | SALES ASSOCIATE | PT. MATAHARI DEPARTMENT STORE TBK - PEKANBARU**  
Providing the best service to customers, arranging product displays, counting incoming goods, working in a team, conducting monthly stocktaking and offering promotional information, contributing to achieving sales targets and maintaining customer loyalty.

## TRAINING & CERTIFICATION

- **MAY 2025 | TOEFL ENGLISH CERTIFICATION | UNIVERSAL ENGLISH**  
English language ability (Listening, Structure, Reading) at Intermediate level, TOEFL ITP with a score of 610, on May 10, 2025.
- **AUGUST 2025 | MICRO SKILLS ONLINE OFFICE APPLICATIONS TRAINING | KOMDIGI DIGITAL LITERACY DEVELOPMENT CENTER**  
Ability to use online-based office applications (documents, spreadsheets, presentations, and cloud) for administration.
- **AUGUST 2025 | INTRODUCTION TO ELECTRONIC-BASED GOVERNMENT SYSTEMS (SPBE) TRAINING | DIGITAL LITERACY DEVELOPMENT CENTER KOMDIGI**  
Learn the introduction to SPBE and the application of digital technology to support more effective, transparent, and bureaucratic governance.
- **AUGUST 2025 | SCHOOL OF ADVOCACY | WORLD ASSOCIATION OF INDONESIAN STUDENTS (PPI)**  
Advocacy, leadership, public communication, and student rights protection training programs.
- **AUGUST 2025 | PKPA (PROFESSIONAL EDUCATION OF ADVOCATE) | FHP LAW SCHOOL**  
The advocate professional education program that increases legal knowledge includes professional ethics, procedural law, litigation techniques, contract drafting, and advocacy skills as provisions for legal practitioners.

## SKILLS

- |                    |                    |                       |                     |
|--------------------|--------------------|-----------------------|---------------------|
| • Microsoft Office | • Administration   | • Web Development     | • Teamwork          |
| • Canvas Design    | • Legal Competence | • Leadership          | • Critical Thinking |
| • Video Editing    | • Public Speaking  | • Customer Engagement | • Problem Solving   |