



Dona Bella Kartika

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📍 Nganjuk, Indonesia

SUMMARY

- Passionate legal professional with a background in Islamic Family Law and experience as a Notary Staff.
- Skills include legal drafting, legal writing, public speaking, and teamwork.

EXPERIENCE

- Notary Staff** 01/2024 - 07/2024
Notary Office and Land Deed Making Officer in Kediri
Prepared deeds and repertoriums, bound monthly minute deeds, created lists for certification and legalization, acted as a witness, prepared various legal documents, and organized documents.
- Field Recording Officer** 06/2023 - 07/2023
Central Statistics Agency in Nganjuk
Separated documents for data collection and conducted door-to-door individual data collection
- Data Entry Staff** 01/2023 - 04/2023
Central Statistics Agency in Kediri
Analyzed documents, corrected codes, entered data into computers, and achieved daily targets.

EDUCATION

- Islamic Family Law** 08/2019 - 09/2023
Institut Agama Islam Negeri Kediri - Bachelor of Law
During my time as a student, I often carried out legal analysis that was currently happening. Often becomes group leader and has been group leader in real work lectures. And also often participates in debate or argumentation competitions in class
- Internships at an
Advocate and Legal Consultant Office (2021), Nganjuk District Court (2022), Tulungagung Religious Court (2022), and a Religious Affairs Office (2022).

SKILLS

Legal Drafting, Legal Writing	Advanced	Teamwork	Advanced
Microsoft Office, Microsoft Excell	Advanced	Public Speaking	Advanced