



PROFILE

Knowledgeable Legal Officer with a dedication to punctuality and ability to work long hours for high-quality work. Determined to work for a company committed to innovation and rapid growth.

Enthusiastic Legal Officer eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Motivated to learn, grow and excel.

Experienced Legal Officer with over 5 years of experience in Notary Public. Excellent reputation for resolving problems and improving customer satisfaction.

CONTACT

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Menganti, Karangsemanding urban village, Balongpanggang sub-district, Gresik, East Java, Indonesia

LANGUAGES

English
Bahasa
Javanese

ROSDIYYANA SILMI

LEGAL OFFICER

EDUCATION

Muhammadiyah Gresik University

Sep 2015 – Jan 2020
Bachelor of Psychology

WORK EXPERIENCE

NOTARY PUBLIC RACHMAH HIDAYATI, SH., M.Kn. as Legal Officer

Full Time

Dec 2015 – Apr 2021

- Prepared the notarial certificate on all documents (typed and processed legal documents)
- Take care of the various kinds of permits required and pay taxes
- Scheduled and made appointments for notary public
- Filed all electronic and paper notarial documents
- Kept up with and reviewed changes in laws that could affect Notary Public to prevent legal issues
- Reviewed client (personal, bank, developer, government agencies) contracts and maintained relationships through stringent cooperation
- Utilized microsoft office to draft notarial documents and various other legal documents
- Produced accurate office files, updated spreadsheets to support executives and boost team productivity
- Conducted daily accounting on all finances, deposits and safe
- Diligently edited legal correspondence for grammar and spelling
- Maintained office supplies inventory by checking stock and ordering new supplies as needed
- Arranged for delivery of all documents to clients

SKILLS

- Transformative leadership
- Time management
- Problem solving
- Document filing
- Editing and proofreading
- Customer service