

ZAHRA NUR FADILLAH HIDAYAT

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EXECUTIVE SUMMARY

Highly motivated Fresh Graduate Bachelor of Law from State Islamic University Sunan Gunung Djati with a GPA of 3.74/4.00, possessing a strong foundation in legal principles and a keen interest in the intersection of professional legal management. Demonstrated a strong enthusiasm for learning new concept, actively participates in organizational activities, excellent communication and analytical skills, attention to detail, and a commitment to excellence through academic achievements and practical experiences. Proficient in legal research, legal analysis, legal writing, and legal assistant.

EDUCATION

Bachelor Degree of Law in State Islamic University Bandung Sep 2020 – Aug 2024

- GPA: 3.77/4.00 (Cum Laude)
- Relevant Coursework: *Civil Law* | *Criminal Law* | *Labor Law* | *Tax Law* | *Business Law* | *State Administrative Law* | *Legal Science* | *Legal Skills* | *Legal Psychology*

WORKING EXPERIENCES

Legal Internship in Pengadilan Agama Kuningan Jan 2023 – Feb 2023

- Accurately inputted and verified 500+ court hearing data into the Case Tracking Information System (SIPP).
- Contribute to the preparation of lawsuit and any documents for court proceedings.
- Assisted 100+ parties in receiving legal aid services at the Legal Aid Post (POSBAKUM).
- Contribute to the preparation of deeds and supporting documents for parties who have completed court proceedings.
- Collected registration data for various cases from One-stop Integrated Service (PTSP).
- Attended the court proceedings to make a report and discuss for improving knowledge about court procedural.
- Participated in internal training session organized by religious court Kuningan to enhance understanding of religious courts procedural law.

Editorial Team in Al-Jinai' Al-Islami Journal Submission Mar 2023 – Mar 2024

- Facilitated the peer-review process by selecting experts appropriate to the received journal manuscripts.
- Edited journal manuscripts to ensure clarity, consistency, and accuracy, while adhering to established formatting and style standards.
- Promoted the journal to enhance its reach and credibility among academics and readers.

ORGANIZATIONAL EXPERIENCES

Expert Staff at Intellectual Development, HMJ HPI Dec 2021 – Dec 2022

- Organized and coordinated various activities to enhance students' academic knowledge and skills, including seminars, workshops, scientific discussions, and public lectures.
- Provided access to academic journals, scientific articles, and information related to advancements in the field of study.
- Established 10+ collaborations with educational institutions, companies, and other organizations that offer intellectual benefits to students.
- Managed an online platform (Instagram) as a space for students to share academic information.

- Conducted regular evaluations of implemented programs to ensure their effectiveness and sustainability.

Moderator Of Discussion Scientific Studies, HMJ HPI

Feb 2022 – Feb 2022

- Facilitate and guide scientific discussions, ensuring a productive and respectful exchange of ideas among 50+ participants.
- Prepare and organize discussion topics, questions, and materials in advance to promote insightful and focused conversations.
- Manage the flow of the discussion by monitoring time, encouraging participation, and maintaining order.

HONORS & AWARDS

- **1st Winner of English Speech Competition, Sport, Art, and Intellectual Festival (SPARTIFEST)** 2021
Achieved First Place in a prestigious English speech competition, demonstrating exceptional public speaking skills, fluency in English, and the ability to effectively communicate ideas and persuade an audience.
- **3rd Winner of English Speech Competition, Sport, Art, and Intellectual Festival (SPARTIFEST)** 2022
Achieved Third Place in an English Speech Competition, demonstrating exceptional public speaking skills, persuasive communication, and a strong command of the English language.
- **2nd Winner of Mootcourt Student Competition, Pengadilan Agama Kuningan** 2023
Achieved Second Place in a prestigious religious court moot competition during my internship, showcasing excellence in legal drafting, persuasive arguments, and teamwork.

COURSES

Microsoft Office Training and Test/ICT, PTIPD UIN	Feb 2021– April 2021
Test of English for Academic (TOEFA), LC UIN SGD	Oct, 2023
Legal Officer Training Program, Pelatihan Hukum Indonesia	Jan, 2025
HR People Analytics Training Course, MySkill	Jan, 2025

SKILLS

Language: Bahasa Indonesia (Native Speaker), English (Elementary)

Software: Microsoft Office (Word, Powerpoint, Excel), Google (Mail, Drive, Doc, Spreadsheet, Keep)

Others: Legal Research and Analysis, Legal Writing, Negotiation, Statutory Interpretation, Legal Technology, Research Skills, Problem Solving, Communication, Critical Thinking, Teamwork, Decision Making, Attention to Detail.