



MOCHAMMAD SOFYAN HARIRI

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SUMMARY

Fresh graduate from the Faculty of Law at Universitas Buana Perjuangan Karawang with over two years of internship experience as a legal assistant and notary assistant. Experienced in handling administration, document management, communication, and client services through direct involvement in court proceedings and coordination with various parties. Possess strong adaptability, attention to detail, and commitment to applying legal knowledge and practical experience in diverse professional environments.

WORK EXPERIENCE

Legal Assistant – Law Office of Suherman, S.H., M.H. **Oct 2022 – May 2024**

Oct 2022 – May 2024

- Managed and submitted over 50 e-Court documents with consistent results meeting court standards.
 - Prepared power of attorney letters and legal documents to support advocates in case strategies.
 - Scheduled court hearings and ensured timely completion of case files
 - Improved case administration efficiency through enhanced record-keeping and filing systems using alphabetical filing method

Notary Assistant – Notary & PPAT Office of Puji Suryani, SH., M.Kn. Jul 2022 – Aug 2022

- Assisted in preparation and filing of legal and notarial documents for over 15 clients.
 - Delivered legal documents from notary to relevant institutions in a timely manner
 - Supported daily administrative operations of the notary office, expediting client service processes
 - Mastered basic notarial procedures and legal administration systematically

EDUCATION

Universitas Buana Perjuangan Karawang

Nov 2021 – May 2025

Faculty of Law, Criminal Law Concentration

- Thesis “Criminal Liability for Online Gambling Promotion in the YouTube Comment Column”

SMAN 1 Telukjambe

Jul 2018 – May 2021

Natural Sciences (IPA)

- Served as traditional ceremony coordinator in Scout extracurricular activities and as Chief Organizer of Weekend Camping (PERSAMI) during School Environment Introduction Period (MPLS)
 - Participated in Pencak Silat extracurricular and achieved 3rd Place in Pencak Silat Competition at Jakarta Championship XI

ADDITIONAL INFORMATION

- **Technical Skills:** Legal Research & Drafting, Legal Opinion Writing, Document Management, Case File Management, Microsoft Office (Word, Excel, PowerPoint), Office Health & Safety (K3), Critical Thinking, Problem Solving, Time Management, Teamwork
 - **Languages:** Indonesian (native), English (Intermediate)

- **Certifications:** Intellectual Property Rights (HAKI), Legal Drafting Workshop Certificate – IKADIN, Legal Opinion Certificate – Universitas Singaperbangsa Karawang, Competency-Based Training Certificate in Business and Management Program Office Administration Department Level IV.