



## **[ANDI JAFITS LUSTER ROMADHON]**

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### **PERSONAL PROFILE**

Bachelor Degree of Law from Muhammadiyah University of Yogyakarta. I have strong interest in criminal law, state administrative law, business law and international law. Having an experienced regarding the business licensing process in the OSS system such as LKPM, PKKPR, Environmental Permits and are proficient in using OSS-RBA also responsible for legal matters relating to the company.

A highly motivated, adaptable and responsible person who has strong analytical thinking, communicative and a fast learner.

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### **SOFT SKILLS**

- Good Communication
- Detail Oriented
- Excellent Problem Solver
- Fast learner kind of person
- Eager and wiling to add knowledge base and skills.

### **HARD SKILLS**

- Microsoft Office (Ms. Word, Excel, PowerPoint)
- Photoshop
- Legal Research
- Legal Due Diligence
- Legal Drafting
- Legal Document Preparation
- Online Single Submission (OSS-RBA)

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### **PROFESSIONAL EXPERIENCE**

**Online Single Submission (OSS-RBA) Officer**  
**Ministry of Investment and Downstream Industry / Indonesia Investment Coordinating Board (BKPM)** (January 2024 – Present)

- Handling business actors' problems regarding business licensing in the OSS system;
  - Providing appropriate and accurate solutions to business actors regarding business licensing in the OSS system;
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- Responsible for monitoring and recording company permit documents and agreements;
  - Make LKPM reports in the OSS system every 3 months for small scale businesses and 6 months for medium and large-scale businesses;
  - Responsible for legal matters relating to the company, including processing documents and permits; and
  - Following changes and updates to statutory regulations.

### **Customer Service Executive GOJEK**

**PT IGT Solutions** (July 2022 – December 2023)

- Handling GOJEK VIP customers via email and chat;
- Create a ticket, handle complaints, and resolve any emerging problems; and
- Achieving an average of 60-70 ticket targets in a day.

### **Staff Intern**

**Pengadilan Agama Kelas 1 A Yogyakarta**

- Help the Pelayanan Terpadu Satu Pintu (PTSP) staff to serve those who want to litigate;
- Proactively fill and archieve the Buku Register Akta Cerai Pengadilan Agama Sleman for the period 2018 – 2019;
- Assist Panitera Pengganti inputing data and create “Berita Acara Persidangan”;
- Attending “Persidangan Tertutup” as student intern and maintain the confidential cases; and
- Help to create Penerimaan Negara Bukan Pajak reports (PNBP).

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## **EDUCATIONAL HISTORY**

**Muhammadiyah University of Yogyakarta (2016 - 2020)**

Bachelor Degree of Law Major

GPA 3.64 (Scale 4.00)

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