



JONI WIJAYA SINAGA, SH, CLA, CTAP, CTL, CLI, C.ME, CCD

(+62) 81398429341 | Wijaya.law777@gmail.com | Jakarta Utara, Jakarta Raya

Experience

15 years of total experience

Aug 2022 - Now
(8 months)

Mediator Non Hakim (Active)
Pengadilan Negeri Jakarta Pusat Kelas IA Khusus | DKI Jakarta, Indonesia

Aug 2021 - Now
(1 year 8 months)

Mediator Non Hakim (Active)
Pengadilan Negeri Tangerang Kelas IA Khusus | Tangerang, Banten, Indonesia

April 2019 - Now
(4 year)

Advokat
JWS & PARTNERS Law Office | Jakarta Raya, Indonesia

Dec 2014 - Now
(9 year 4 months)

Director
PT. PROSPERITE WIJAYA UTAMA | Jakarta Raya, Indonesia

Industry	Law / Legal
Specialization	Law/Legal Services
Role	Legal Assistant/Paralegal
Position Level	CEO / GM / Director / Senior Manager
Monthly Salary	IDR 10,000,000

PROSPERITE WIJAYA UTAMA, PT is a company in the field of the Bureau of Licensing (Under NOTARIS & PPAT "YUNITA ARISTINA, SH, MKn" Office):

1. Create a Document Establishment DOCUMENT COMPANY LIMITED .
2. Make Domicile of the Company .
3. Make a Trade Permit & Sign Company .
4. Make other Licensing Letter :
 - IZIN GANGGUAN/HO "Kelas A s/d D"
 - IZIN MENDIRIKAN BANGUNAN - IZIN PRINSIP
 - IZIN HAK GUNA USAHA (HGU) - IZIN HAK GUNA BANGUNAN (HGB)
 - ANGKA PENGENAL IMPORTIR (API)
 - IZIN USAHA INDUSTRI (Menengah - Besar)
 - SURAT IZIN USAHA JASA KONSTRUKSI "SIUJK"
 - SURAT IZIN USAHA JASA PERUSAHAN TRANSPORTASI"
 - Dan Lain-lain

Jan 2013 - Apr 2016
(3 years 3 months)

Assistant Notaris & PPAT
NOTARIS & PPAT YUNITA ARISTINA, SH, MKn | Jakarta Raya, Indonesia

Industry	Law / Legal
Specialization	Law/Legal Services
Role	Legal Assistant/Paralegal
Position Level	Manager / Assistant Manager
Monthly	IDR 6,000,000

Salary

Notaris & PPAT Kotamadya Nort Jakarta "Mrs. YUNITA ARISTINA, SH, MKn" on Kelapa Gading, North Jakarta, DKI Jakarta.

Specification of job description:

1. Handle all the affairs work of notaries with all staff.
2. Representing official notary to the law ministry to provide any reports notaries.
3. Create and send reports to the notary and PPAT Party Notary Association "IT & PPAT"
4. To Arrangement All NOTARIS Schedule Activity and her phone activity, including her Airplane Ticket and Hotel Ticket for Official Travel (Like an Assistant).

Apr 2010 - Jul 2012
(2 years 3 months)

HR Supervisor

PT. SAFARI JAYA KARYA | Jakarta Raya, Indonesia

Industry Entertainment / Media
Specialization Human Resources
Role General HR
Position Level Supervisor / Coordinator
Monthly Salary IDR 5,750,000

PT. Safari Jaya Karya (Oriental Circus Indonesia/OCI) is a Bussines Group of Taman Safari Indonesia Group

1. Making a Organization Chart from Taman Safari Indonesia Group to PT. Safari Jaya Karya (Oriental Circus Indonesia);
2. To organize and monitor the work plan and the annual budget, which includes the Division of HR operational aspects and fields so that the operational aspects of personal supports the company's overall
3. Collect data from all Directorate employees needs to be able to make MPP (Man Power Planning) annual
4. Monitor and control employee recruitment and placement to get human resources quality and accordance with MPP and the needs of the company
5. Assist the implementation of HR projects in support of the company's operations
6. Analyzes development company as a reference repair structure, leveling and job description
7. Monitor the agreement and/or the appointment and dismissal of the employee in order to comply with employment law in effect
8. MPP Planning

Nov 2005 - Mar 2010
(4 years 4 months)

Legal Supervisor (Assets Division)

PT. METROPOLIS PROPERTINDO UTAMA | Jakarta Raya, Indonesia

Industry Property / Real Estate
Specialization Law/Legal Services
Role Corporate Governance Officer
Position Level Supervisor / Coordinator
Monthly Salary IDR 4,500,000

PT. MPU its a Holding Company from LIPPO GROUP Company (227 Company)

Jobdes Asset Legal Officer:

To handling all assets from Lippo Group, including all LIPPO MALLS (Tamini Square - Kramat Jati Indah Plaza - Pluit Village - Plaza Medan Fair - Palembang Square Mall - Plaza Semanggi - Bandung Indah Plaza) and including Hotel Arya Duta (Sudirman-Bandung-Palembang-etc) and Hospital (Siloam Hospital) and etc.

Specification of job description:

1. To handling Buying Asset (including the Certificate and all documents "the corporate documents and oprational documents)
2. To handling the Building Land Tax of the all assets
3. To handling all security of all land assets
3. To Filing All Document Assets
4. Arrangement all Schedule of Legal Director as his Personal Assistant
5. ETC on Assets Division, with
6. To Arrangement All Legal Director Schedule Activity and his phone activity, including his Airplane Ticket and Hotel Ticket for Official Travel (Like an Assistant).

Sep 2004 - Sep 2007
(2 years)

HR Staff

PT. SENTRA TOTAL DINAMIKA | Jakarta Raya, Indonesia

Industry	Computer / Information Technology (Software)
Specialization	Human Resources
Role	Recruitment/Staffing
Position Level	Staff (non-management & non-supervisor)
Monthly Salary	IDR 2,500,000

Specification of job description:

1. Assist the HR Manager in the recruitment, retention processes
2. Conduct pre-screening, interviews and manage on-boarding process
3. Recruit and source an inventory of qualified and talented candidates
4. Capable of being uses a tool psychology tests (Tester, Scoring, Cultivate the test results of psychology)
5. Understand and able to perform the process of recruitment
6. Assist in maintaining HR information System / Manpower Management
7. Generating reports as required.

Education

2004

Universitas Kristen Indonesia
Bachelor's Degree in Law | Indonesia

Major	Hukum Transnasional (International Law)
CGPA	3.53 / 4.0

Languages

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written
English (Primary)	8	8
French	4	4
Chinese	3	3

Additional Info

Expected Salary	IDR 9,000,000
Preferred Work	Jakarta Raya – Banten – Jawa Barat (Bandung, Bogor, Depok) – Kalimantan (North, East,

West)

Information

- Knowledgeable about every Legal Regulation regarding Labor & Man Power Affair that apply in Indonesia
excellent administration and computer skill (especially Microsoft Excel)
3. Good in Intrapersonal & Interpersonal skills and in teamwork
 4. Familiar with HR policies and procedures
 5. Able to develop procedures - procedures (SOP) and the competence of employees
 6. BPJS maintenance of health and Employment
 7. Having experience in Legal Document handling & Legal Aset on LIPPO Group (Holding)

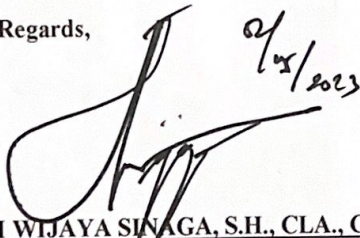
Additional Experience

- Having help to be English Teacher Assistant and English Law Teacher Assistant in the ICU, Central Jakarta, DKI Jakarta "MR. DR. NELSON SIMANJUNTAK, SH, MH, M.Si", since August 2001 until May 2003.
- Having help to be Head Assistant Section of Discipline and Caseworker in Staffing Bureau at Domestic and Region Autonomy of Department-RI, Central Jakarta, DKI Jakarta "MR. DR. NELSON SIMANJUNTAK, SH, MH, M.Si", since August 2001 until May 2003.
- Having help to be Assistant Advokat on Docket State Administration on High Court State of Administration, Central Jakarta, DKI Jakarta "MR. DR. NELSON SIMANJUNTAK, SH, MH, M.Si", since August 2001 until May 2003.
- Be a Personal Assistant Lawyer "Mr. Horas Sinaga, SH" on PALMER SITUMORANG and PATNERS Office at Graha Cempaka Mas, Central Jakarta, since April 2004 until Juli 2011.

Gender/Religion	Male – Christian
Age/Height/Weight	39 (July 26 th , 1982) – 178 Cm – 157 Kg – Blood Type : O
Address	Apartment WISMA GADING PERMAI Tower #A2208, Jalan Boulevard Raya CN 1, Kelapa Gading Timur, Kelapa Gading Jakarta Utara, DKI Jakarta, Indonesia
Nationality	Indonesia (Nomor Kartu Identitas: 3172062607820003)

Thus my Curriculum Vitae that I have make actually and can be responsibel. Thank you for your attention.

Best Regards,



09/05/2023

JONI WIJAYA SINAGA, S.H., CLA., CTAP., CTL., CLI., C.Me., CCD
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