

Seandy Adrianto Khusen
Jl. Pangeran Antasari No. 10 C Kav. 3
Cilandak
Jakarta Selatan 12430

081280541417
seandy.khusen@yahoo.com

To Human Resources - Recruitment

Planning to pursue a career in your company, I would like to inquire the position currently available in your company.

I am highly reliable, quick learner, hard-working, trustworthy, and dependable. Moreover, I have capabilities to work independently when it is needed, and absolutely enjoy working in team, have a high sense of responsibility, creative and dedicated person and also receptive to new ideas and methods.

I believe my educational background and working experience will enable me to give positive contribution to the company.

The enclosed resume will provide you with more details of my background. I would be very happy to have the opportunity to meet you to discuss how my background and qualifications could be useful to your company. Please feel free to contact me by phone 0812 805 41417 or email seandy.khusen@yahoo.com.

Thank you for your time and consideration.

Yours Faithfully,

Seandy Adrianto Khusen

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Personal Data



Name : Seandy Adrianto Khusen
Place & Date of Birth : Bogor, 16 April 1985
Religion : Christian Protestant
Nationality : Indonesian
Gender : Male
Mobile Phone : 0812 805 41417
E-Mail : seandy.khusen@yahoo.com
Blood Type : B
Height : 168 cm
Weight : 62 Kg
Hobbies : Music, Movie and Sport
Capabilities : Microsoft Office, English

Formal Education

2005 – 2009 : Universitas Pakuan Bogor
Bachelor’s Degree
Major in Law
2003 – 2004 : Bogor Hotel Institute
Diploma’s Degree
Major in Food and Beverage Service
2000 – 2003 : SMU Regina Pacis Bogor
1997 – 2000 : SMP Regina Pacis Bogor
1991 – 1997 : SD Regina Pacis Bogor

Non Formal Education

2017 : **The Corporate Governance Officer**
Indonesian Corporate Secretary Association
2013 : **Pendidikan Khusus Profesi Advokat**
Faizal Hafied & Partners Education of Law
2012 : **“Outsourcing”**
Pasca Keputusan MK No.27/PUU-IX/2011
2011 : **“Dealing With Union”**
Pasca Keputusan MK No.115/PUU-II/2009
2009 : **Pendidikan Latihan dan Kemahiran Hukum** (Universitas Pakuan)
2003 : **General English**
Oxford Course Indonesia
1994 : **General English**
Progressive English Course (PEC)

Working Experience

- August 2017 – present**
PT. Red Planet Indonesia, Tbk.
Head of Compliance / Corporate Secretary
Responsible for:

 - Ensuring that the Company is managed in accordance with the prevailing laws and regulations as well as the Company's Article of Association;
 - Ensuring adherence to the laws and regulations;
 - Communicating all information related to the Company's conditions required by OJK and other stakeholders;
 - Establishing a good relationship with other parties in order to enhance the Company's corporate image and business;
 - Managing the Company's administration and secretarial matters;
 - Organising and keeping the Company's documents, including documents related to the GMS, the list of shareholders and other roles which may create a conflict of interest within the Company;
 - Providing advices and considerations to the BOD for issues related to the applicable regulations that govern the Company's business and the capital market;
 - Conveying all relevant information to the BOD on regular basis and to the BOC upon request; and
 - Providing information to the public.
- May 2015 – present**
PT. Red Planet Indonesia, Tbk.
Legal Assistant Manager
Responsible for:

 - Provide Legal advises, Legal Opinion. Draft, review contract/agreement which related to the company business activity;
 - Review and prepare all contracts/agreements, MoU, before executed by the Boards;
 - Liaise with government bodies, such as: Ministry of Health, Ministry of Tourism, Ministry of Manpower, BKPM, to ensure the Company is comply with the regulation which issued by those Ministries office related to the Company's business activity;
 - Review and evaluate any legal aspect when the Company perform corporate action and determine pertinent course of action as required;

- Monitor and control the Company's business licenses registration and renewal;
- Monitor corporate secretary matters such as: Board Resolutions, Shareholder Meetings;
- Legal action plan for join operations project.

Februari 2014 – May 2015

PT. Sentul City, Tbk.

Senior Legal Officer

Responsible for:

- Handle the Conditional Sale and Purchase Agreement;
- Handle the Deed of Sale and Purchase;
- Manage the Addendum of Conditional Sale and Purchase Agreement process;
- Ensuring that all legal issues for corporate action are covered and fulfilled;
- Identifying new and emerging legal regulatory issues that may affect to the company;
- Supports in updating all company licenses to be in line with the prevailing laws and regulations;
- Drafting and suggesting a preliminary agreements, review and finalizing the draft supporting company business matters;
- Provides advice and guidance to ensure compliance with appropriate regulation and application procedures;
- Keeping and maintaining company’s registers and statutory documentations.

September 2012 – Oktober 2013

PT. Sony Indonesia

Legal & Compliance Assistant Supervisor

Corporate Management Division

Responsible for:

- Supports in updating all company licenses (including business license, import and export license) to be in line with the prevailing laws and regulations;
- Legal affair compliance to the government institution concerning company licenses, trademark and any other intellectual property, and company regulation;
- Identifying new and emerging legal regulatory issues that may affect to the company;
- Drafting and suggesting a preliminary agreements, review and finalizing the draft supporting company business matters;
- Development of all agreements and ensuring all documents in-line with company guidelines;

- Conduct research on the existing law and regulation pertaining with the company business and support all required adjustment;
- Provides advice and guidance to ensure compliance with appropriate regulation and application procedures;
- Keeping and maintaining company’s registers and statutory documentations.
- Assists in contract negotiations by researching issues and providing information and support;
- Maintaining good relationship and liaise with the Authorities to gather all necessary information regarding business licenses and to avoid any delay issues during processing such business licenses to be obtain by the company;
- Research and support for products compliance regulation; Product compliance officer.

January 2011 – August 2012
PT. Graha Kerindo Utama (Kompas Gramedia Group)
Legal & Industrial Relation Officer
Human Resources Department

Responsible for:

- Drafting and suggesting a preliminary agreements, review and finalizing the draft supporting company business matters;
- Drafting legal opinion and/or formal legal products as for legalizing company acts;
- Reviews contract disputes;
- Researches past arbitration decisions and grievances and analyses their effect on pending negotiations;
- Keeps informed and up-to-date on changes to labour laws, arbitration decisions and anything else that may affect union-management relations;
- Advises management on all aspects of union-management relations;
- Mediates labour disputes and grievances between unions and management;
- Legal affair compliance to the government institution concerning company licenses, trademark and any other intellectual property, and company regulation;
- Keeping and maintaining companies registers and statutory documentations;
- Handling outsourcing vendor.

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Organization Experience

- August 2017 - Present**
Indonesian Corporate Secretary Association
- November 2009 - Present**
Ikatan Kekeluargaan Alumni Pakuan
Universitas Pakuan Bogor
- June 2006 – September 2009**
Extraordinary Spinners (Event Organizer)
Assistant Manager
Responsible for:
 - Manage event and talents;
 - Building communications and maintain positive relationship with internal and external parties;
 - Building and maintain positive relationship with media partner and vendors;
 - Monitoringmarketing and promotion activities are in compliance and align with approved budget.
- June 2006 – June 2008**
Faculty Senate (Education & Art Department)
Universitas Pakuan Bogor
Responsible for:
 - Manage Event, Workshop and Student InformationPrograms
- 2001 - 2002**
Organisasi Siswa Intra Sekolah (OSIS)
SMU Regina Pacis Bogor

OtherInformation

Fluent in English, both oral and written.
Familiar with Microsoft Office, Adobe Photoshop, and Internet Research.