

# SEANDY KHUSEN

C O R P O R A T E   S E C R E T A R Y



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## PROFILE

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.

## SKILLS

- Legal Research
- Contract Drafting
- Licencing
- Corporate Governance
- Microsoft Office Suites
- Strong Communication

## EXPERIENCE

### HEAD OF COMPLIANCE & CORPORATE SECRETARY

PT Red Planet Indonesia, Tbk.

August 2017 - Present

- Communicating all information related to the Company's conditions required by OJK and other stakeholders;
- Manage BOD, BOC, and Shareholders Meetings, Annual GMS and Extraordinary GMS and Public Expose;
- Assist corporate actions review/support;
- Ensure the subsidiaries compliance, AGMS, Annual Reports, Change of BOD BOC, Amendment of AOA;
- Providing information to the public.

### LEGAL ASSISTANT MANAGER

PT Red Planet Indonesia, Tbk.

May 2015 - August 2017

### SENIOR LEGAL

PT Sentul City, Tbk.

February 2014 - May 2015

### LEGAL & COMPLIANCE ASSSISTANT SUPERVISOR

PT Sony Indonesia

September 2012 - September 2013

### LEGAL & INDUSTRIAL RELATION OFFICER

PT Graha Kerindo Utama (Kompas Gramedia Group)

January 2011 - August 2012

## EDUCATION

### BACHELOR OF LAW

Universitas Pakuan Bogor

2005 - 2009

### DIPLOMA OF F&B SERVICE

Bogor Hotel Institute

2004 - 2005

### SCHOOL

Regina Pacis Bogor

1991 - 2003