

SANGRA ARSA

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SUMMARY

I am a responsive, stable and controlled person. As a Law graduate, I feel that I can relate to many things and in a dynamic community environment. During formal education, I had a pattern of solving problems responsively, precisely, and structured. I also developed leadership aspects as the head of the lecture scope and campus clinical program. In my work experience, I solve problems by identifying, analyzing information, and choosing conclusions on relevant relationships. In terms of soft skills, I see myself as a fast learner, have good intuition, and can adapt easily.

EXPERIENCE

◦ **Internship**

Fahmiluddin & Partners Law Office : Medan, Indonesia

Law Student Internship (January 2022 - February 2022)

- Analyze the case handling process
- Create documents for letters of delegation of affairs, legal opinions, and agreements
- Describe the lawsuit and response scripts

◦ **Organization**

Siyasah D Stambuk 2018 UIN SU : Medan, Indonesia

Student Commissioner (April 2021 - August 2022)

- The person responsible for organizing lecture classes
- Act as coordinator of internal affairs between lecturers and students as well as external campus affairs to government and private agencies
- In charge of taking care of students' administrative needs in academic, faculty and alumnus matters.

◦ **Professional**

PT. BCA Multifinance : Medan Indonesia

Affiliate Marketing Staff (August 2023 - July 2024)

- Building relationships with Bank BCA as a source of financing application orders
- Conducting a financing survey at the customer's location includes assessing character, capacity and environment.
- Verifying the customer document process which includes application requirements, identification of credit eligibility, and the validity of documents including confirming authenticity from related agencies.

PT. Trijo Energi Nusantara

Personal Assistant Staff (December 2024 - Present)

- Act as a company representative in relations with customers and partners
- Documenting technical supporting data at the project planning location
- Making written minutes, reports and notifications regarding project implementation

EDUCATION

State Islamic University of North Sumatra (August 2018 - August 2022)

Bachelor of Law (S.H.) - GPA: 3.72 / 4.00

Thesis: Presidential Candidate Threshold in Law No. 7 of 2017 Concerning Elections in the Perspective of Fiqh Siyasa (Case Study in the Prosperous Justice Party of Medan City)

SKILL

- **Credit Analysis**
 - Able to review supporting documents of prospective debtors in financing eligibility
 - Able to identify financing eligibility, character and environmental surveys
 - Able to carry out verification of consumer documentation
- **Customer Relations**
 - Can be responsive and provide quick responses to customer needs
 - Can listen, recognize emotions, and adjust responses
 - Can emphasize the importance of delivering real and complete solutions
- **Communication**
 - Able to establish cooperative relationships and business coordination with partners
 - Able to convey product knowledge to partners and consumers
 - Able to convey messages that occur within the organizational structure
- **Negotiation**
 - Can gather information about people involved in negotiations
 - Can seek and find points of compromise between both parties
 - Can detail relevant criteria for resolving potential differences