**PERSONAL**

**Nick Name** : Diana Putri

**Gender** : Female

**Marital Status**  : Single

**Place & Date of Birth** : Pemalang, 28 October 1993

**Religion** : Islam

**Height & Weight** : 170 Cm & 50 Kg

**FORMAL EDUCATION**

**2011– 2015** : Tarumanagara University, Faculty of Law

**2008 – 2011** : Senior High School at SMAN 6 Bekasi

**2005 – 2008** : Junior High School at SMPN 16 Kota Semarang

**1999 – 2005** : Elementary School at SDN 2 Karanggebang, Ponorogo

**1998 – 1999** : Kindergarten at TK Handayani Kota Pemalang

**ACTIVITIES :**

* Resource in “Pelatihan Jurnalistik ADIGAMA 2014, Back To Nature” at 25-26 October 2014, Pulau Tidung.
* Participant in Tarumanagara University Delegation at National Moot Court Competition (MCC) Piala Bulak Sumur II UGM, Yogyakarta 21-24 November 2014
* Award on Role as Member Judges I at Tarumanagara University Team Delegation, at National Moot Court Competition (MCC) Bulaksumur II UGM.
* The Best delegation representing Tarumanagara University at National Moot Court Competition (MCC) Bulaksumur II UGM, Yogyakarta, 21 to 24 November, 2014.
* Participant of “Cepat Tepat Competition which is held by“Battle of Speech” Tarumanagara University Faculty of Law, 21 – 23 March 2013.
* Committe at Leadership Training which is held by BEM FH UNTAR “Satu Langkah Menjadi Lebih baik”, 27-29 September 2013.
* Committe at Declaration of the Establishment Independent Accreditation of Law College“Peningkatan Kualitas Pendidikan Hukum Indonesia di Era Globalisasi” Tarumanagara University, Faculty of Law, 20 May 2015.
* Committe at Nasional Panel Discussion“Peningkatan Kualitas Pendidikan Hukum Indonesia di Era Globalisasi” Tarumanagara University Faculty of Law,20 May 2015.
* Committe at “Bimbingan Bagi Calon Pejabat Pembuat Akta Tanah”Tarumanagara University, Faculty of Law, 15-16 June 2015.
* Committe at “Pendidikan Sertifikasi Auditor Hukum Indonesia”, Tarumanagara University, Faculty of Law, 24-28 Agustus 2015.

**AWARDS**

**2014**

* The Best Delegation at Piala Bulak Sumur II UGM

**SKILLS**

**IT** : Ms. Word, Ms. Power Point, Ms. excel

**WORKING EXPERIENCES**

* September 2015 – Present : Staff Litigation Division at PT. Bussan Auto Finance (Subsidiary of Mitsui. Co. Ltd., Japan)
* Draft, review, modify contractual instruments / commercial agreement to support business activity
* Maintain licenses of PT. Bussan Auto Finance Head Quarter and Branches
* Provide business regulation of PT. Bussan Auto Finance at Branch
* Conduct Investigation of the violations at branches
* Conduct Legal actions against violations of employees or consumers
* Make the subpoena if any deadlock problem with customer
* Presentation about the issues and the solution in front of consumers at branch
* Performed legal research on issues under the Administrative Procedure