

# NABILAH ANIKA

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## EDUCATION

**University of Indonesia**, Bachelor of Laws, S.H | GPA 3.60 out of 4.00. Finished undergraduate thesis on May, 2022.

- Education scholarship for the underprivileged with achievements (Bidikmisi) Awardee 2018-2022 from the Minister of Research, Technology, and the Higher Education Republic of Indonesia.

## EXPERIENCES

**Account Manager - Implementation Consultant Southeast Asia (SEA) at Darwinbox** (Dec 2021 – now)

- Researched, analyzed, and simplified existing leave policies in Singapore, Philippines, Vietnam for new startup from Unilever so it will compliance with local regulation but easy to be implemented in Darwinbox system.
- Analyzed client requirement and company policy to configure human resource management system implementation.
- Developing four improvement projects within the company, such as collaborate with Account Director of Darwinbox SEA and Asia Pacific (APAC) to analyzed timesheet of Implementation Consultant and Customer Success in SEA.
- Act as implementation consultant for Vidio (Emtek Group) and Gronext Technologies (Unilever Startup) based in 10 countries. At the same time also support implementation process of Chandra Asri, Bank Danamon, Mitra Adiperkasa.
- Worked with implementation lead to develop understanding of client requirements and HR process mostly about performance management, core HR, recruitment, onboarding, travel, reimbursement, integration reimbursement/expenses with SAP, etc.
- Conducted data collection, business process mapping, prototyping, user acceptance test with primary stakeholders to prepare client for going live (ready to use Darwinbox for their employees across entire HR lifecycle).

**Recruiter Intern at Glints Singapore** (Aug 2021 – Sep 2021)

- Worked with Indonesia's team that focused on cross-border hiring (SEA Area)
- Source potential candidates especially for IT positions and manage relationship with candidates
- Advertise open positions to external networks and perform re-screening calls to analyse applicants' abilities

**Legal and Partnership at Directorate Digital Business Telkom Indonesia** [Sep 2020 – July 2021]

**Internship Choice Award (Best Intern)**

- Reviewed legal terms and conditions mostly about data privacy and partnership contracts process (memorandum of understanding, non-disclosure agreement, and cooperation agreement).
- Created daily reports and flowchart for partnership progress with 20+ startups and go to market progress with startup.
- Created benchmark presentation reports for startup's digital products.
- Improved the efficiency of the team database and created financial business proposals.

**Research Assistant at Faculty of Law, University of Indonesia** [Aug 2020 – Apr 2021] for Dr. Fitra Arsil S.H., M.H and Ms. Qurrata Ayuni S.H., MCDR

- Prepared research reports about constitutional law with a focus area on the state of emergency.
- Assisted the lecturers in a national strategic project dispute between a real estate company and the State-Owned Enterprises Republic of Indonesia.
- Assisted the lectures on their desk research and data visualization mostly regarding the state of emergency and submit to renowned international journal (Scopus Q1, Q2, Q3).

**Online Winter School** about Global Culture with ASEAN student at Kyungpook National University in 2021.

**Leadership Professional Development Program** at La Trobe University in 2021.

## ORGANIZATION ACTIVITIES (BEST)

- Law Student Association for Legal Practices (**Co-Head of Human Resources and Organizational Development**)
- Student Court (**General Secretary of National Forum Project**)
- Big Show by Law Art's Performers (**General Treasurer**)
- Serambi (**Co-Project Officer of Law Seminar**)
- Research and Science Institute (**Co-Head of Human Relations for Gathering Day and Head of Human Relations and Publication for *Musyawarah Besar XXXI***)

## HONORS AND VOLUNTEER ACTIVITIES (BEST)

- **ASEAN-China Young Leaders Summit** – ASEAN Foundation in collaboration with Peking University [2021]
- **1<sup>st</sup> Runner Up** of Legal Opinion Competition – Asian Law Student Association Sriwijaya University [2021] “Investment Law”
- **2<sup>nd</sup> Runner Up** of Legal Scientific Writing Competition, Parahyangan Catholic University [2021] “Environmental Law”
- **Top 6** of Legal Opinion Competition – Brawijaya University [2020] “Environmental Law”
- **Top 7** of Legal Opinion Competition – Islamic University of Indonesia [2020] “Environmental Law”
- **Presenter** of 2<sup>nd</sup> International Conference on Wellbeing – Malaysia University of Technology [2020]
- **AIESEC Future Leaders and Best Group of National Quiz Challenges** – AIESEC [2021]
- **Hero of Society (Volunteer Award)** – Kita Bersama.id in collaboration with Human Initiative [2020]
- **Indonesia Digital Camp Scholarship Awardee** on Machine Learning Path (Course: Start Programming with Python and Fundamental Data Visualization) – Indosat Ooredoo in collaboration with Dicoding [2020]
- **Best Participant of Leadership and Management Organization** – Research and Science Institute Faculty of Law, University of Indonesia [2018]
- **Selected Delegate of Young Entrepreneurs Summit** – The 9th University of Indonesia Studentpreneurs, Faculty of Economy and Business, University of Indonesia [2018]