

GEORGE YESAYAS

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SENIOR LEGAL ANALYST & COMPLIANCE SPECIALIST Target Position:

Senior Legal Counsel / Legal Supervisor | Corporate Licensing & Compliance | Contract Lifecycle Management | External Counsel & Notary Coordination.

PROFESSIONAL SUMMARY

Dynamic legal professional with over 11 years of robust experience blending corporate legal operations, regulatory compliance, and commercial contract administration with a strong foundation in technical infrastructure. Highly adept at managing high-volume corporate licensing, OSS (Online Single Submission) and NIB systems, and coordinating seamlessly with external counsel, government agencies, and notaries to ensure statutory compliance. Proven track record in leveraging advanced AI tools (Claude, Gemini) and corporate software to accelerate complex contract reviews and corporate governance workflows. Fully equipped to bring sharp risk-mitigation strategies, rigorous legal compliance, and operational efficiency to forward-thinking corporate legal teams.

SELECTED VALUE & KEY ACHIEVEMENTS

- **Corporate Licensing:** Managed and maintained the validity of 100+ corporate licenses, operational permits, and NIBs via the OSS system across group entities, ensuring zero regulatory operational bottlenecks.
- **Contract Management:** Drafted, reviewed, and standardized 45+ complex commercial agreements, cooperation contracts, and vendor policies monthly to secure corporate transactions.
- **External Coordination:** Acted as the primary legal liaison for notaries, land registries, and government agencies to secure corporate collateral, execute legal agreements, and process statutory changes.
- **Risk Mitigation:** Prepared structured legal risk assessments and preventive policy recommendations for Finance, Operations, and HR teams to drive strategic and compliant corporate decisions.

CORE COMPETENCIES

- **Corporate Governance & Licensing:** OSS & NIB System Management, Statutory Compliance, Capital Market Legal Support, Permit Renewals.
- **Legal Operations:** Commercial Contract Drafting, Agreement Review & Finalization, Legal Risk Assessment, Corporate Document Archiving.
- **External Relations:** External Counsel Management, Notary Coordination, Government Agency Liaison.
- **Legal-Tech Integration:** Advanced AI Prompting (Claude, Gemini) for Document Summarization and Drafting, Microsoft Office Advanced, SAP S/4HANA (FI & SD Modules).

PROFESSIONAL EXPERIENCE

PT Intraco Penta Wahana

Head Office Legal & Policy Analysis Support (Compliance & Governance) | Jan 2019 - Apr 2026

- Overseen and maintained corporate licensing processes and regulatory applications via OSS/NIB, ensuring 100% compliance with relevant governmental institutions and statutory obligations for the corporate group.
- Reviewed, drafted, and negotiated 45+ complex commercial agreements, cooperation contracts, and compliance policies monthly, ensuring airtight risk mitigation.
- Managed complex corporate case documentation and collaborated directly with external legal counsel and notaries to strategically resolve 50+ commercial disputes and secure corporate assets.
- Integrated advanced AI tools into daily workflows to rapidly analyze policies, draft governance frameworks, and accelerate legal risk assessments, improving cross-functional workflow efficiency by 30%.
- Provided structured legal and policy-aligned recommendations to management to effectively minimize corporate legal risks and ensure seamless operations.

PT Artha Prima Finance | PT Radana Bhaskara Finance | PT Internusa Tribuana Finance *Legal & Regulatory Support | 2015 - 2019*

- Coordinated closely with notaries, land registries, and external legal advisors to secure corporate collateral, execute legal agreements, and maintain a 98% compliance rate with industry regulations.
- Handled legal documentation and administered credit dispute resolutions for over 200+ recovery and asset-protection cases across three major financial entities.
- Conducted rigorous legal research and evidence gathering to deliver accurate compliance, litigation tracking, and corporate risk reports to senior management.
- Audited and standardized internal operating procedures (SOPs) to mitigate operational bottlenecks, eliminate contractual loopholes, and improve regulatory alignment.

EARLIER CAREER: IT & DIGITAL OPERATIONS

- **PT Primelite Indonesia** - Web Developer | May 2012 - 2015
- **PT Manito World** - IT Support Specialist | Feb 2010 - May 2012
- **PT Linkom Indonusa (Placement: Mabes TNI)** - IT Support | Feb 2009 - Feb 2010 *Engineered corporate web infrastructure, LAN/WAN networks, and data management systems, establishing technical troubleshooting paradigms now successfully utilized as a supporting advantage for modern Legal-Tech workflows, digital document archiving, and automated compliance auditing.*

EDUCATION & QUALIFICATIONS

- **Bachelor of Law (LLB) Candidate** - Universitas Terbuka, Final Semester (GPA: 2.75)
- **Advocate Professional Exam (UPA)** - PERADI (PASSED, 2024)
- **Advocate Professional Education (PKPA)** - PERADI (Completed, 2024)
- **Bachelor of Computer Science (B.CS)** - Universitas Pakuan Bogor (GPA: 3.17)
- **SAP S/4HANA Training** - FI & SD Modules (Certified, 2024)

LANGUAGES

- **Indonesian:** Native Proficiency.
- **English:** Professional Working Proficiency (Fluent in Legal Terminology, Business Correspondence, Document Review, and Drafting).