

LEGAL EXECUTIVE

# **Work Experience**

Legal Executive Pupil in-Chambers

August 2025 - Present Oct 2024 - June 2025

#### Harold & Lam Partnership I Kuala Lumpur

At HLP's Construction Unit, I managed lower court and interlocutory matters, including drafting and procedural coordination. I also played a supporting role in complex briefs, assisting with documentation and legal research

Intern

Mar 2024, Sep 2024

### David Gurupatham & Koay I Penang & Petaling Jaya

In Penang, I mainly worked on commercial disputes and had the opportunity to handle a conveyancing matter arising out of a divorce case. In Petaling Jaya, I am part of the corporate team, where my responsibilities are to conduct due diligence and prepare contractual documents.

Intern

Aug 2023 - Sep 2023

### Attorney General's Chambers I Putrajaya

I explored all nine divisions in the AGC. Notably, I participated in the preparation of nota taklimat in the Prosecution Division, drafted legal opinion in the Advisory Division and vetted memoranda in the International Affairs Division.

Intern Feb 2023

### Hafarizam Wan Aisha Mubarak I Kuala Lumpur

I assisted associates in preparing cause papers related to running down matters and tortious actions, including trespass and defamation. I also gained valuable insights into election petitions.

Intern Aug 2022

### **Georgetown High Court I Penang**

I gained extensive exposure to the High Court's operational processes by observing court proceedings, and more importantly interacting with officers across departments.

Intern

Sep 2021 - Oct 2021, Feb 2022, Aug 2022

# Jeffrey & Co I Penang

II started with basic tasks such as managing correspondence. Over time, I gained independent experience in address undisputed divorce and succession matters.

### **Contacts**



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# **About Me**

Legal Executive with a solid background in legal knowledge and practice. Recognized for versatility, creativity and a goal-oriented mindset. Ready to contribute in the legal realm.

### **Education**

### **Bachelor of Law**

Universiti Utara Malaysia, Kedah 2020 - 2024 | CGPA: 3.84

#### **Foundation in Law**

Multimedia University, Melaka 2019 -2020 | CGPA: 3.59

#### **Certificate of Education**

Chung Ling High School, Penang 2013 - 2017 | 8 As

# **Skills**

### **Language Skills**

Malay, English, Mandarin, Hokkien (Dialect )

### **Computer Skills**

Word, Excel, Power Point, Canva, CapCut

# **Co-curriculum Activities**

### **Mooting Competition**

Kuala Lumpur Bar - Lincoln's Inn Alumni Association of Malaysia e-Moot Court Competition 2021 | Semi Finalist

MMU Novice Moot Cup 2021 | Semi Finalist & Third Best Written Submission

### **Legal Article Writing**

ALSA MY Digest | 2nd Edition on "Covid-19": https://alsamalaysia.com/alsa-my-digest-issue-2-2021/ (Pg 37-38, 61-62), 3rd Edition on "Rule of Law": https://alsamalaysia.com/alsa-my-digest-issue-3-2021/ (Pg 29-32, 49-51)

ALSA International Legal Newsletter | Celebrating International Women's Day: https://issuu.com/alsaintl/docs/aln\_special\_edition\_-\_final?ff (Pg 21)

### **Contract Drafting Competition**

KPUM x SKRINE Contract Drafting Competition 2023

### **Club and Society**

Advocacy and Mooting Unit, UUM | Internal Vice President

### Reference

## Amy Hiew Kar Yi

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