



MUHAMMAD LUTHFIL AMSYAR BIN RAZALLI, 22

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SUMMARY

A highly motivated and detail-oriented student currently in the 4th semester of the Bachelor of Business Administration (Hons.) Investment Management at UiTM Segamat. Graduated with a CGPA of 3.86 in Diploma in Investment Analysis. Proven leadership abilities as a group leader in multiple group assignments. Eager to gain hands-on experience in the professional sector to further develop practical skills, contribute to team success, and support the financial growth and strategic goals of the organization.

EXPERIENCES

Part Time Cashier | Lotus's Melaka (20 February 2026 - 19 March 2026)

- Processed customer transactions efficiently using cash, debit/credit cards, and QR payments while ensuring accuracy in billing and change handling.
- Delivered friendly and professional customer service, handling inquiries, complaints, and promoting a positive shopping experience.
- Maintained cleanliness and organization at the cashier counter, ensuring compliance with store procedures and hygiene standards.
- Balanced daily cash registers and prepared end-of-shift reports to ensure accurate reconciliation of sales and payments.

Part Time Sales Assistant | Keluargaku (M) Sdn. Bhd. (March 2025 - April 2025)

- Delivered customer service to over 30 customers daily, assisting with inquiries, product selection, and purchases.
- Boosted sales through effective restocking, organizing, and product promotion strategies.
- Maintained a clean, organized, and welcoming retail environment to enhance customer satisfaction and comfort.
- Supported peak operations during Hari Raya Aidilfitri, managing increased foot traffic, ensuring stock availability, and providing festive product recommendations.

Part Time Promoter | GPC Apparel Sdn. Bhd. (27th July 2024 - 30th September 2024)

- Monitored inventory levels and performed stock-keeping to ensure accurate tracking and restocking.
- Assisted approximately 50 customers daily by addressing product inquiries and providing recommendations.
- Contributed to an increase in sales by actively promoting targeted items.
- Maintained a clean and organized station, enhancing customer experience and store appearance.

Part Time Sales Assistant | Keluargaku (M) Sdn. Bhd. (February 2024 - March 2024)

- Assisted over 30 customers daily, offering product advice and handling inquiries during both regular and festive periods.
- Boosted sales through effective restocking, product arrangement, and promotions.
- Delivered quality customer service during peak Raya Aidilfitri sales, ensuring smooth operations despite high traffic.
- Maintained cleanliness and tidiness in the workspace to uphold store standards and comfort.

Barista | Boba Gula Melaka Stall (May 2022 - September 2022)

- Increased sales through strategic recommendations of best-selling items and efficient order preparation.
- Handled cash and digital transactions with accuracy, ensuring customer trust and financial integrity.
- Followed standard operating procedures (SOPs) to maintain consistent service quality.
- Maintained high hygiene standards by keeping the stall clean, organized, and compliant with food safety guidelines.

EDUCATION

Bachelor of Business Administration (Hons.) Investment Management | UiTM Segamat, Johor (*March 2025 - Current*)

- CGPA: 3.91

Diploma in Investment Analysis | UiTM Segamat, Johor (*October 2022 - February 2025*)

- CGPA: 3.86

Sijil Pelajaran Malaysia (SPM) | SMK Munshi Abdullah, Melaka (*2017 - 2021*)

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PROJECTS

Aloha Pop-Up by Entrepreneur Club | *6 January - 7 January 2026*

- Processed and recorded customer payment transactions, including cash and QR payments, ensuring accuracy and proper documentation.
- Managed and monitored the event budget approved by the club advisor, overseeing procurement of raw materials and cost control.
- Prepared comprehensive post-event financial reports to evaluate revenue, expenses, and overall profit or loss.

Final Year Project: Investment Analytics | *October 2024 - February 2025*

- Conducted comprehensive analysis of global and local economic indicators to evaluate market performance and investor sentiment.
 - Applied fundamental and technical analysis tools to assess stock trends, market risks, and potential returns.
 - Utilized financial software (e.g., Excel, TradingView) to simulate investment scenarios and visualize portfolio performance.
 - Presented findings through a detailed report and presentation, offering data-driven investment insights and recommendations.
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SKILLS

Microsoft 365 (Intermediate) | **Canva** (Intermediate) | **Google Workspace** (Intermediate) | **TradingView** (Beginner) | **ChartNexus** (Beginner)

REFERENCES

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