



## **NOR RASYAZWANI BINTI MAT**

+6017 482 9258 | norrasyaz@gmail.com |

No 423, Jalan Diawan 2, Taman Diawan, Mambang Diawan, 31950, Kampar, Perak

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### **PROFESSIONAL SUMMARY**

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Investment Management graduate passionate about technical analysis and fundamental analysis and have a high knowledge in finance and marketing too. Highly capable of leader, excellent in Excel Data. Seeking a job opportunity in your reputable company. I am a quick learner with the ability to work splendidly under pressure, would like to be a part of the organization where I could utilize and enhance my knowledge and skills.

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### **SKILLS AND PROFICIENCY**

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Fluent in Bahasa Melayu and English. | Basic writing and speaking in Mandarin. | Proficient in Microsoft Office (Word/Excel/Power Point). | Able to make impromptu decisions. | Excellent in communication. | High proficiency in time management. | Able to work collaboratively in a team or in minimum supervision. | Able to multitask and be punctual. | Ability to work with a sense of urgency without sacrificing accuracy. | Excellent leadership skills. | Reliable and responsible in conducting tasks with integrity.

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### **WORK EXPERINCES**

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#### **NCC Automobile Sdn. Bhd. (Perodua 4S Kampar) as Claim Advisor | Jan 2023 - present**

Appointed as a Claim Advisor with the duty to achieve budgeted B&P Advisor, intake targets, and Customer Satisfaction levels, ensure that all insurance company claims are approved, complete the final bill or invoice, upload all mandatory documents in the Merimen Claim system, ensure that the insured signs the Claim Form and Discharge Voucher (DV), fill form all mandatory documents, notify and close cases, perform Pre-Registration Order (PRO) and Repair Order (RO) by Perodua Service System (PSS) and handle customer complaints effectively.

#### **Internship at NCC Automobile Sdn Bhd (Perodua 4S Kampar) | Aug 2022 - Jan 2023**

Performing internship 6 months as administrative. Applied to all duties as a Claim and Sales Advisor. Perform prospect and booking orders, create Vehicle Sales Orders (VSO), create Operating Revenue (OR), confirm the Letter of Undertaking (LOU) for the automobile grant has already been discharged from the prior creditor or bank, notify and close cases, create final bills or invoices, contact insurance and request the approval.

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### **EDUCATION**

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**Bachelor of Business Administration (Hons.) in Investment Management Universiti Teknologi MARA (UiTM) Segamat, Johor | 2020 – 2023 CGPA: 3.61**

- This study has equipped me with an overview of institutional details linked to financial markets and the trading process, historical trends and innovations in financial instruments

and trading processes, overview of various financial instruments, provide insight into the use of finance theory in investment management, a guide to the measurement and analysis of risk of financial investments, a guide to the measurement of performance of fund management and address key issues in risk management.

• Related Course: Money and Capital Market, Financial Reporting and Analysis, International Business Management, Investment Analysis, Securities Analysis and Management, Managerial and Cost Accounting, Commercial Law, Financial Derivatives, Real Estate Investment Analysis, Portfolio Funds Management, Information Technology for Business.

**Diploma in Investment Analysis Universiti Teknologi MARA (UiTM) Segamat, Johor | 2017 – 2019 CGPA:3.46**

• This study has equipped with an understanding of the importance of managing the financial capital and investment opportunities. This programme covers a wide range of courses such as study of finance, investment, accounting, economics, marketing, management, mathematics and statistics, language and communications, information technology and legal foundations. This wide range of courses provides students with the basis needed in facing the challenges in future.

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### LEADERSHIP EXPERIENCES

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**Appointed as Special Duty Bureau for SULAM programme in UiTM, 2022.**

|Supported senior leadership team in development of job descriptions. | Observed students' leaders in instructional leadership, management, and community outreach. | Facilitated small group reflection and discussion for vision development. |

**Appointed as Auditor in Sekretariat Rukun Negara Club in UiTM, 2020–2022.**

|Created and delivered professional development sessions for club members. |Compiled comprehensive data on outstanding credits for approximately 200 students. |Experience team leader with the ability to initiate/manage cross functional teams and multi-disciplinary projects. |

**Appointed as Treasurer in Drama Club, UiTM Segamat, 2018.**

|Assist the Vice President in special assignments to improve and support the club while supporting the importance for diversity on campus. |Create marketing material to attract fresh students' intake to join the club. |Manage social media account and increased followers by 95%. |

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### REFERENCE

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Cik Nurul Haida Binti Johan  
Faculty Coordinator Investment Management  
Universiti Teknologi Mara (UiTM) Segamat, Johor.  
[Nurul042@gmail.com](mailto:Nurul042@gmail.com)  
012-364 5068

**Muhammad Nur Arif bin Mohamad Khir**  
Senior Claim Advisor  
NCC Automobile Sdn. Bhd. (Perodua 4s Centre), Kampar Perak.  
[nccautomobile.bn@gmail.com](mailto:nccautomobile.bn@gmail.com)  
012-442 9854

# ACADEMIC MINI TRANSCRIPT

NAME	NOR RASYAZWANI BINTI MAT	GENDER	FEMALE	PROGRAM	SARJANA MUDA PENTADBIRAN PERNIAGAAN
BIRTHDATE	17/02/1999	NRIC/PASSPORT	990217017256	FACULTY	FAKULTI PENGURUSAN DAN PERNIAGAAN
ADDRESS	NO 423, JALAN DIAWAN 2, TAMAN MAMBANG DIAWAN, 31950 KAMPAR PERAK	STUDENT ID	2020872398	INTAKE SESSION	OCTOBER 2020
		BIRTHPLACE	JOHOR	LEVEL	BACHELOR DEGREE
		CITIZENSHIP	WARGANEGAR	RESULTS	COMPLETED
				FINAL SESSION	FEBRUARY 2023
				FINAL CGPA	3.61

CODE	COURSE	CREDIT UNIT	GRADE POINT	GRADE/STATUS	CODE	COURSE	CREDIT UNIT	GRADE POINT	GRADE/STATUS
000 - CREDIT EXEMPTION		PART 0							
ACC406	INTERMEDIATE FINANCIAL	3.00		PC					
ECO415	ECONOMICS	3.00		PC					
HBU111	NATIONAL KESATRIA I	1.00		PC					
HBU121	NATIONAL KESATRIA II	1.00		PC					
HBU131	NATIONAL KESATRIA III	1.00		PC					
HRM533	INTRODUCTION TO HUMAN	3.00		PC					
LAW416	BUSINESS LAW	3.00		PC					
MGT420	PRINCIPLES AND PRACTICE	3.00		PC					
MKT420	PRINCIPLES AND PRACTICE	3.00		PC					
OPM530	INTRODUCTION TO	3.00		PC					
TMC401	INTRODUCTORY MANDARIN	2.00		PC					
TMC451	INTRODUCTORY MANDARIN	2.00		PC					
GPA : CGPA :									
UNITS OBTAINED: ()									
20204 - SESSION 1 2020/2021		PART 2							
ASM452	END USER APPLICATIONS	3.00	4	A	LU				
CSC441	MULTIMEDIA TECHNOLOGY &	3.00	3.67	A-	LU				
CTU552	PHILOSOPHY AND CURRENT	2.00	4	A	LU				
ECO531	MONETARY THEORY AND	3.00	3.33	B+	LU				
ELC501	ENGLISH FOR CRITICAL	2.00	3	B	LU				
ELC590	ENGLISH FOR ORAL	2.00	3.33	B+	LU				
FIN430	INTRODUCTION TO	4.00	4	A	LU				
FIN533	PERSONAL FINANCIAL	3.00	3.33	B+	LU				
TMC501	INTRODUCTORY MANDARIN	2.00	3.67	A-	LU				
GPA : 3.62 CGPA : 3.62									
UNITS OBTAINED: 24.00 (24.00) AD									
20212 - SESSION 2 2020/2021		PART 3							
FIN534	BUSINESS ANALYTICS AND	3.00	3.67	A-	LU				
ICT500	CRITICAL AND CREATIVE	3.00	3.33	B+	LU				
INS510	INTRODUCTION TO TAKAFUL	3.00	4	A	LU				
INV536	FINANCIAL STATEMENT	4.00	3.67	A-	LU				
INV537	REGULATORY FRAMEWORK IN	4.00	3.67	A-	LU				
GPA : 3.67 CGPA : 3.64									
UNITS OBTAINED: 17.00 (41.00) AD									
20214 - SESSION 1 2021/2022		PART 4							
CTU554	VALUES AND CIVILIZATION II	2.00	3.67	A-	LU				
ENT530	PRINCIPLES OF	3.00	3.67	A-	LU				
INV553	FINANCIAL RISK	4.00	3.33	B+	LU				
INV556	TECHNICAL ANALYSIS	4.00	3.33	B+	LU				
INV617	FIXED INCOME INVESTMENT	4.00	3.33	B+	LU				
UBM599	DIGITAL WORKFORCE	3.00	3.67	A-	LU				
GPA : 3.47 CGPA : 3.58									
UNITS OBTAINED: 20.00 (61.00) LU									
20222 - SESSION 2 2021/2022		PART 5							
EET699	ENGLISH EXIT TEST	0.00		L	LU				
INV613	ASSET AND FUNDS	4.00	4	A	LU				
INV615	FINANCIAL ENGINEERING	4.00	3.67	A-	LU				
INV621	APPLIED INVESTMENT	4.00	3.67	A-	LU				
MGT646	QUANTITATIVE RESEARCH	4.00	2.67	B-	LU				
MGT657	STRATEGIC MANAGEMENT	4.00	3.33	B+	LU				
GPA : 3.47 CGPA : 3.56									
UNITS OBTAINED: 20.00 (81.00) LU									
20224 - SESSION 1 2022/2023		PART 6							
MGT666	INTERNSHIP	12.00	4	A	LU				
GPA : 4.00 CGPA : 3.61									
UNITS OBTAINED: 12.00 (93.00) TS									

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DATE : 01/05/2023



NAME	: NOR RASYAZWANI BINTI MAT	SESSION ADMITTED	: JUNE 2017
FACULTY	: FACULTY OF BUSINESS AND MANAGEMENT	STATUS	: COMPLETED
PROGRAMME	: DIPLOMA IN INVESTMENT ANALYSIS	GRADUATION	: NOVEMBER 2020
STUDENT NUMBER	: 2017634536		
GENDER	: FEMALE		
DATE OF BIRTH	: 17/02/1999		
IC/PASSPORT NUMBER	: 990217017256		
CITIZENSHIP	: MALAYSIAN		

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CODE	CREDIT	COURSE	GRADE
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SESSION 1 2017/2018

ACC106	3.00	INTRODUCTION TO FINANCIAL ACCOUNTING AND REPORTING	A
CTU101	2.00	FUNDAMENTALS OF ISLAM	A
ELC121	3.00	INTEGRATED LANGUAGE SKILLS I	C+
HBU111	1.00	NATIONAL KESATRIA I	A
MAT112	3.00	BUSINESS MATHEMATICS	A-
MGT162	3.00	FUNDAMENTALS OF MANAGEMENT	B+
TMC101	2.00	FOUNDATION MANDARIN (LEVEL I)	B+
UED102	0.00	STUDY SKILLS	PASS
		GPA : 3.45	CGPA : 3.45
		HOURS EARNED :	17.00 ( 17.00 )

SESSION 2 2017/2018

CTU151	2.00	ISLAMIC THOUGHT AND CIVILIZATION	A
ECO162	3.00	MICROECONOMICS	C+
ELC151	3.00	INTEGRATED LANGUAGE SKILLS II	B
HKB112	1.00	DRAMA I	A
MGT269	3.00	BUSINESS COMMUNICATION	A
MKT243	3.00	FUNDAMENTALS OF MARKETING	B
TMC151	2.00	FOUNDATION MANDARIN (LEVEL II)	A-
		GPA : 3.31	CGPA : 3.38
		HOURS EARNED :	17.00 ( 34.00 )

SESSION 1 2018/2019

CTU241	2.00	FUNDAMENTAL OF ISLAMIC ECONOMICS	A-
ECO211	3.00	MACROECONOMICS	A
ELC231	3.00	INTEGRATED LANGUAGE SKILLS III	B-
FIN242	3.00	FUNDAMENTALS OF FINANCE	A
FIN346	4.00	OPERATIONS AND REGULATIONS OF SECURITIES MARKET	A
HKB222	1.00	DRAMA II	A+
QMT181	3.00	INTRODUCTION TO STATISTICS	A
		GPA : 3.76	CGPA : 3.52
		HOURS EARNED :	19.00 ( 53.00 )

SESSION 2 2018/2019

ENT300	3.00	FUNDAMENTALS OF ENTREPRENEURSHIP	A
FIN320	3.00	FINANCIAL ANALYSIS	A-
FIN327	3.00	VALUATION AND ANALYSIS OF EQUITIES	A-
FIN348	3.00	INTRODUCTION TO TECHNICAL ANALYSIS	B-
LAW299	3.00	BUSINESS LAW	B+
MGT300	3.00	INFORMATION TECHNOLOGY IN BUSINESS	B

- This transcript is valid when it bears the signature on behalf of the Registrar and the embossed seal of Universiti Teknologi MARA.
- See reverse for explanation of grading system.
- Release of this information to a third party requires written consent from the student.

Official Transcript

UNIVERSITI TEKNOLOGI MARA

40450 SHAH ALAM, SELANGOR, MALAYSIA



NAME : NOR RASYAZWANI BINTI MAT  
FACULTY : FACULTY OF BUSINESS AND MANAGEMENT  
PROGRAMME : DIPLOMA IN INVESTMENT ANALYSIS  
STUDENT NUMBER : 2017634536  
GENDER : FEMALE  
DATE OF BIRTH : 17/02/1999  
IC/PASSPORT NUMBER : 990217017256  
CITIZENSHIP : MALAYSIAN  
SESSION ADMITTED : JUNE 2017  
STATUS : COMPLETED  
GRADUATION : NOVEMBER 2020

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CODE	CREDIT	COURSE	GRADE
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GPA : 3.39 CGPA : 3.48  
HOURS EARNED : 18.00 ( 71.00 )

SESSION 1 2019/2020

CODE	CREDIT	COURSE	GRADE
FIN376	3.00	ANALYSIS AND VALUATION OF FIXED INCOME SECURITIES	A-
FIN377	3.00	PORTFOLIO MANAGEMENT	A
FIN379	3.00	INTRODUCTION TO FUTURES AND OPTIONS	B
FIN382	4.00	PROJECT PAPER (COMPANY ANALYSIS)	A-
MGT340	3.00	HUMAN RESOURCE MANAGEMENT	B-
MGT345	3.00	OPERATIONS MANAGEMENT	B

GPA : 3.35 CGPA : 3.46  
HOURS EARNED : 19.00 ( 90.00 )

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FOR REGISTRAR  
DATE: 01/02/2021

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