



Muhamad Rizki

Bachelor of Management

0858-8343-2788

rizkirusydi1999@gmail.com

<https://www.linkedin.com/in/muhamad-rizki-a22682261/>

hamad-rizki-a22682261/

ABOUT ME

I am a Bachelor of Management majoring in marketing, have a high motivation to develop skills professionally. I am an efficient and confident sales marketing with demonstrated experience of working in the Sales and Store Manager. My experienced helped me develop expert knowledge of the sales process and supply chain. Have the ability to generate interesting ideas for memorable marketing campaigns, fast and neat in carrying out tasks to increase work efficient. I am highly motivated to continue learning and improving my craft.

SKILLS & PROFICIENCIES

- Account management
- Strategic and social selling
- Management supply
- Communication
- Problem-solving

CERTIFICATION & VOLUNTEER WORK

Participant (certificate)

THE 4TH INTERNATIONAL CONFERENCE ON RESEARCH IN TVET STUDIES

2019

With Politeknik Malaysia and Pamulang University

Volunteer Administrator

NATIONAL SEMINAR "MARC's Model: Efforts to Improve Business Performance"

2019

With a professor of management science Pamulang university

Volunteer Administrator

SEMINAR "IMPACT OF THE 4.0/5.0 INDUSTRIAL REVOLUTION ON INDONESIAN HIGHER EDUCATION"

2019

With Leader Of the Advisory Council of the Indonesian Rector Forum, Pamulang University

Operational Marketer Competency Test Training (Level 5) certificate

2022

With Pamulang University Professional Certification Institute (LSP)

EDUCATIONAL BACKGROUND

SMPN 32 Jakarta 2012

SMK Ibu Pertiwi 2 2015

Office Administration

Pamulang University 2018

Bachelor's Degree of Management

Major in Marketing

Graduated as Cumlaude

COMPUTER SKILLS

Microsoft Word

Microsoft Excel

Powerpoint

LANGUAGE

Indonesian (Bahasa)

English



Muhamad Rizki

Bachelor of Management

0858-8343-2788

rizkirusydi1999@gmail.com

<https://www.linkedin.com/in/muhamad-rizki-a22682261/>

Jembatan Besi, Jakarta Barat.

WORK HISTORY

MARKETING OF FUNDAMENTAL

2018

PT. Total Asri Sumber Alam

- Perform marketing campaign management
- Producing marketing and promotional materials
- Monitor and manage social media
- Producing internal communications
- Conduct customer and market research

BARISTA

2018

PT. Candra Buana Surya Semesta

- Make coffee according to what consumers want
- Serving customers and taking orders.
- Prepare and serve food to customers
- Carry out cleaning duties, such as cleaning equipment for making coffee, coffee making areas, etc.

CASHIER

2020

PT. Candra Buana Surya Semesta

- Execute the sales and payment process
- Keep records of all transactions
- Provide information about a product to consumers
- Process buying and selling service transactions and carry out product packing processes
- Check the quantity of goods at the time of receipt of goods

STORE MANAGER

2021- Now

- Develop business strategies to increase the number of customers, increase sales and optimize profits.
- Lead, motivate, train, guide and supervise office staff effectively.
- Ensuring store services are as optimal as possible in order to create high customer satisfaction.
- Dividing tasks to office staff including providing entry schedules, permits, etc.
- Maintain the condition/atmosphere/cleanliness of the store is well maintained and make customers feel comfortable.
- Oversee store administration and ensure the work of administrative staff is in accordance with regulations and procedures.
- Analyze and report purchasing trends and customer needs.
- Handling all problems that arise from staff or customers such as complaints or criticism.
- Perform staff performance appraisals and consider whether training is needed or not. Including deciding whether the staff work contract will be continued or stop there.
- Designing store layouts / store appearances as attractive as possible, including designing themes for certain occasions such as the fasting month, Eid al-Fitr, independence and Christmas.

TRANSKRIP NILAI SEMENTARA

PRODI : MANAJEMEN S1
NAMA MAHASISWA : MUHAMAD RIZKI
NIM : 181010551084
SHIFT : REGULER C

No	Kode Mata Kuliah	Nama Mata Kuliah	Sks	Nilai	Mutu
1	EKO0013	PENGANTAR MANAJEMEN	3	B	9
2	PAM0032	PENDIDIKAN KEWARGANEGARAAN	2	B	6
3	PAM0042	BAHASA INDONESIA	2	A	8
4	SMJ0012	PENGANTAR HUKUM BISNIS	2	B	6
5	SMJ0022	BAHASA INGGRIS DASAR	2	A	8
6	SMJ0033	PENGANTAR ILMU EKONOMI	3	A	12
7	SMJ0043	MATEMATIKA EKONOMI I	3	C	6
8	SMJ0052	PENGANTAR AKUNTANSI I	2	B	6
9	EKO0023	KEWIRAUSAHAAN/ENTREPRENEURSHIP	3	A	12
10	PAM0012	PENDIDIKAN AGAMA	2	A	8
11	PAM0022	PENDIDIKAN PANCASILA	2	B	6
12	SMJ0063	TEORI EKONOMI MIKRO	3	B	9
13	SMJ0073	MATEMATIKA EKONOMI II	3	A	12
14	SMJ0082	PENGANTAR APLIKASI KOMPUTER	2	A	8
15	SMJ0092	PENGANTAR AKUNTANSI II	2	C	4
16	SMJ0102	BAHASA INGGRIS MENENGAH	2	B	6
17	SMJ0112	BAHASA INGGRIS BISNIS	2	B	6
18	SMJ0123	STATISTIK I	3	B	9
19	SMJ0133	TEORI EKONOMI MAKRO	3	A	12
20	SMJ0142	PRAKTEK KOMPUTER BISNIS	2	B	6
21	SMJ0153	MANAJEMEN KEUANGAN I	3	B	9
22	SMJ0163	MANAJEMEN PEMASARAN I	3	B	9
23	SMJ0173	MANAJEMEN SUMBER DAYA MANUSIA I	3	B	9
24	SMJ0182	PENGANTAR BISNIS	2	A	8
25	SMJ0193	STATISTIK II	3	B	9
26	SMJ0202	SOSIOLOGI EKONOMI	2	A	8
27	SMJ0213	MANAJEMEN KEUANGAN II	3	A	12
28	SMJ0223	MANAJEMEN PEMASARAN II	3	B	9
29	SMJ0233	MANAJEMEN SUMBER DAYA MANUSIA II	3	B	9
30	SMJ0243	AKUNTANSI BIAYA	3	B	9
31	SMJ0252	KOMUNIKASI BISNIS	2	A	8
32	SMJ0263	AKUNTANSI MANAJEMEN	3	A	12
33	SMJ0283	RISET OPERASI	3	B	9
34	SMJ0293	PENGANGGARAN PERUSAHAAN/BUDGETING	3	B	9
35	SMJ0303	PERPAJAKAN	3	A	12
36	SMJ0402	SISTEM INFORMASI MANAJEMEN	2	A	8
37	SMJ1143	STRATEGI PEMASARAN	3	A	12
38	SMJ0272	PEREKONOMIAN INDONESIA	2	A	8
39	SMJ0313	METODELOGI PENELITIAN	3	A	12
40	SMJ0343	MANAJEMEN OPERASI	3	B	9
41	SMJ0353	BANK DAN LEMBAGA KEU. LAINNYA	3	A	12
42	SMJ0362	PERILAKU KEORGANISASIAN	2	A	8
43	SMJ0393	EKONOMI MANAJERIAL	3	B	9
44	SMJ1133	SISTEM INFORMASI PEMASARAN	3	A	12
45	SMJ0323	MANAJEMEN STRATEGI	3	B	9
46	SMJ0332	KOPERASI DAN USAHA KECIL MENENGAH	2	A	8
47	SMJ0373	EKONOMI INTERNASIONAL	3	A	12
48	SMJ0382	MANAJEMEN RISIKO	2	A	8
49	SMJ0413	STUDI KELAYAKAN BISNIS	3	B	9
50	SMJ1153	MANAJEMEN PEMASARAN INTERNASIONAL	3	A	12
51	SMJ1163	RISET PEMASARAN	3	A	12
52	SMJ0426	SKRIPSI	6	A	24
53	SMJ1173	SEMINAR MANAJEMEN PEMASARAN	3	A	12
54	SMJ1182	SERVICE PEMASARAN	2	A	8
JUMLAH			144		504
IPK				3.50	

Tangerang Selatan, 2 Maret 2023
a.n Dekan,
Ketua Program Studi

Dr. ALI MADDINSYAH, M.M.
NIDN. 0417067101



TOEFL PREDICTION TEST CERTIFICATE OF ACHIEVEMENT

NO: 0722 / LBU / XI / 2021
This is to certify that



MUHAMAD RIZKI

Student Number : 181010551084
achieved the following scores on the
TOEFL Prediction Test

Listening Comprehension	: 58
Structure and Written Expression	: 36
Reading Comprehension	: 31
Total	: 417
Level	: BEGINNER



Under the auspices of :
LEMBAGA BAHASA UNPAM (LBU)
In : Pamulang, Tangerang Selatan
This certificate is valid until : 2nd November 2023



Tito Dimas Atmawijaya, S.Pd., M.Hum.
Head of Lembaga Bahasa Unpam
UNIVERSITAS PAMULANG

PROVINSI DKI JAKARTA
JAKARTA BARAT

NIK : 3173043011990011

Nama : MUHAMAD RIZKI
Tempat/Tgl Lahir : JAKARTA, 30-11-1999
Jenis kelamin : LAKI-LAKI Gol. Darah :-
Alamat : JEMBATAN BESI NO 46
TT/RW : 003/001
Kel/Desa : JEMBATAN BESI
Kecamatan : TAMBORA
Agama : ISLAM
Stat. Perkawinan: BELUM KAWIN
Pekerjaan : PELAJAR/MAHASISWA
Kewarganegaraan: WNI
Berlaku Hingga : SEUMUR HIDUP

JAKARTA BARAT
11-07-2019

Rizki

DIREKTORAT JENDERAL PAJAK
KPP PRATAMA JAKARTA TAMBORA



Kartu Nomor Tidak Wajib Pajak



11/10/2020

96.204.520.9-033.000

MUHAMAD RIZKI

JL. JEMBATAN BESI 1 BLOK. 1 NO. 46 RT. 003 RW. 001
JEMBATAN BESI TAMBORA, KOTA ADM. JAKARTA BARAT



KARTU KELUARGA
No. 3173041601097729

K 31007909757

Nama Kepala Keluarga : SUTARYA
Alamat : JEMBATAN BESI NO 46
RT/RW : 003/001
Kode Pos : 11320

Desa/Kelurahan : JEMBATAN BESI
Kecamatan : TAMBORA
Kabupaten/Kota : JAKARTA BARAT
Provinsi : DKI JAKARTA

No	Nama Lengkap	NIK	Jenis Kelamin	Tempat Lahir	Tanggal Lahir	Agama	Pendidikan	Jenis Pekerjaan
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	SUTARYA	3173041507720005	LAKI-LAKI	JAKARTA	15-07-1972	ISLAM	SLTA/SEDERAJAT	WRASWASTA
2	SAMSAH	3173045206730001	PEREMPUAN	JAKARTA	12-08-1973	ISLAM	SLTP/SEDERAJAT	MENGRURUS RUMAH TANGGA
3	MUHAMAD JAKA	3173041006940005	LAKI-LAKI	JAKARTA	10-08-1994	ISLAM	SLTA/SEDERAJAT	KARYAWAN SWASTA
4	MUHAMAD RIZKI	3173043011990011	LAKI-LAKI	JAKARTA	30-11-1998	ISLAM	SLTA/SEDERAJAT	PELAJARMAHASISWA
5	BELI EKA SARI	3173045709040008	PEREMPUAN	JAKARTA	17-09-2004	ISLAM	SLTP/SEDERAJAT	PELAJARMAHASISWA
6	MUHAMAD MADNASH	3173040704080003	LAKI-LAKI	JAKARTA	07-04-2008	ISLAM	BELUM TAMAT SD/SEDERAJAT	PELAJARMAHASISWA
7	SYLVIANA MURRI	3173044902170002	PEREMPUAN	JAKARTA	09-02-2017	ISLAM	TIDAK/BLM SEKOLAH	BELUM/DAK BEKERJA
8
9
10

No.	Status Perkawinan	Status Hubungan Dalam Keluarga	Kewarganegaraan	Dokumen Imigrasi		Nama Orang Tua	
				No. Paspor (12)	No. KITAP (13)	Ayah (14)	Ibu (15)
1	KAWIN	NEPALA KELUARGA	WN			HAMM	HJ NOT
2	KAWIN	ISTERI	WN			BAR	SAENE
3	BELUM KAWIN	ANAK	WN			SUTARYA	SAMSAH
4	BELUM KAWIN	ANAK	WN			SUTARYA	SAMSAH
5	BELUM KAWIN	ANAK	WN			SUTARYA	SAMSAH
6	BELUM KAWIN	ANAK	WN			SUTARYA	SAMSAH
7	BELUM KAWIN	ANAK	WN			SUTARYA	SAMSAH
8
9
10

Dikeluarkan Tanggal : 02-08-2017
LEMBAR : I. Kepala Keluarga
II. RT
III. Desa/Kelurahan
IV. Kecamatan

KETUA RT

KEPALA KELUARGA

[Signature]
SUTARYA

[Signature]
SUTARYA





10066048



BADAN NASIONAL
SERTIFIKASI PROFESI
INDONESIAN PROFESSIONAL
CERTIFICATION AUTHORITY

SERTIFIKAT KOMPETENSI CERTIFICATE OF COMPETENCE

No. : 70209 5242 5 0006918 2022

Dengan ini menyatakan bahwa
This is to certify that,

Muhamad Rizki

No. Reg. AKM 1426 01350 2022

Telah kompeten pada Bidang :
Is competent in the area of :

Manajemen Area Kerja Pemasaran
Marketing Work Area Management

Dengan Kualifikasi/Kompetensi :
with Qualification/Competency :

Tenaga Pemasar Operasional (Level 5)
Operational Marketers (Level 5)

Sertifikat ini berlaku untuk : 3 (tiga) Tahun
This certificate is valid for : 3 (three) Years

Tangerang Selatan, 10 Juni 2022

Atas nama (*On Behalf of*) BNSP

Lembaga Sertifikasi Profesi Universitas Pamulang
Professional Certification Body of Pamulang University



EDIAN FAHMY, S.E., M.M.

Direktur
Director





SERTIFIKAT

Diberikan Kepada:

MUHAMAD RIZKI

Sebagai

PESERTA

Dalam rangka Seminar Nasional dengan tema:

"NILAI TUKAR, SISTEM MONETER DAN PEREKONOMIAN GLOBAL"

Pembicara:

Dr. Endri, S.E., M.E.

Dosen Program Doktor Ilmu Manajemen UNPAK

Tempat: Auditorium Kampus Pusat, Universitas Pamulang, 26 Oktober 2019

Mengetahui,
Kaprosdi Manajemen



Dr. Kasmad, S.E., M.M.
NIDK : 0402046806

Ketua Panitia

Nani Rusnaeni, SE., M.M.
NIDN : 0418097104

Penyelenggara:
Program Studi Manajemen, Fakultas Ekonomi, Universitas Pamulang

Didukung oleh:
**YAYASAN
SASMITA JAYA**

Disponsori oleh:
**TIRTA SASMITA
Air Minum Sehat**

SERTIFIKAT

Pelatihan

Sertifikat ini untuk menerangkan bahwa peserta berikut ini

MUHAMAD RIZKI

Telah mengikuti

Tenaga Pemasar Operasional (Level 5)

Diselenggarakan Oleh Universitas Pamulang

Pada Tanggal 20 Maret 2022 Di Universitas Pamulang

REKTOR

Dr. Drs. E. NURZAMAN AM., MM.
NIDK. 8811520016

Tangerang, 21 Maret 2022
Program Studi S1 MANAJEMEN S1

Dr. KASMAD, SE., MM
NIDN. 0402046806



Certificate

NOMOR : 669/A/LL/UNPAM/VIII/2019

POLITEKNIK
MALAYSIA



This to certify that :
MUHAMAD RIZKI

As Participant

THE 4th INTERNATIONAL CONFERENCE
ON RESEARCH IN TVET STUDIES (4th ICOR-TVET)
PAMULANG UNIVERSITY, INDONESIA, **8 - 10 SEPTEMBER 2019**

Rector Pamulang University

Dr. H. Dayat Hidayat, M.M.
NIDN: 04080413000000



SERTIFIKAT

Diberikan Kepada:

MUHAMAD RIZKI

Sebagai

PESERTA

Dalam rangka **Seminar Nasional** dengan tema:

"MARC's Model : Upaya Meningkatkan Kinerja Bisnis"

Pembicara:

Prof. Dr. Ir. Nandan Limakrisna, M.M., CQM, CMA.
(Guru Besar Ilmu Manajemen)

Tempat: Auditorium Kampus Pusat, Universitas Pamulang, 24 September 2019

Mengetahui,
Kaprosdi Manajemen



Dr. Kasmad, S.E., M.M.
NIDN : 0402046806

Ketua Panitia

Ade Ratna Sari, S.E., M.M.
NIDN : 0403128601

Penyelenggara:
Program Studi Manajemen, Fakultas Ekonomi, Universitas Pamulang

Didukung oleh:
YAYASAN
SASMITA JAYA

Disponsori oleh:
TIRTA SASMITA
Air Minum Sehat



UNIVERSITAS
PAMULANG

Sertifikat

PRAKTEK KEWIRAUSAHAAN

Diberikan kepada:

Muhamad Rizki

NIM : 181010551084

Atas peransertanya sebagai
PESERTA PRAKTEK KEWIRAUSAHAAN
di KopinMart - Pusat Inkubasi Bisnis dan Kewirausahaan (PINBIK)

UNIVERSITAS PAMULANG

Semester Genap

Tahun Akademik 2018/2019

Tangerang Selatan, 11 Mei 2019



Ketua Program Studi S-1 Manajemen

Dr. E. Nurzaman, A.M., M.M., M.Si.
NIDK: 8811520016



Ketua PINBIK,

Drs. Sunanto, Apt., M.M.
NIDN: 0415036507



Sertifikat

Diberikan Kepada:

M.RIZKI

Sebagai

PESERTA

Dalam rangka Seminar Nasional dengan tema:
**"DAMPAK REVOLUSI INDUSTRI 4.0/5.0
TERHADAP PENDIDIKAN TINGGI DI INDONESIA"**

Pembicara:

Prof. Dr. H. La Ode Masihu Kamaludin, M.Sc., Eng.
(Ketua Dewan Pertimbangan Forum Rektor Indonesia)

Tempat: Auditorium Kampus Pusat, Universitas Pamulang, 30 Maret 2019

Mengetahui,
Kaprodik Manajemen



Dr. E. Nurzaman, A.M., M.M., M.Si.
NIDK : 8811520016

Ketua Panitia



Komarudin, S. Pd., M.M
NIDN : 0410126301