

RESUME



RAYYAN KHALIL DAFEDAR

Add:At-Pot Sanderi Tal-Mhasla, District-Raigad,
Maharashtra 402105 (INDIA)

Mobile No. : +91 8010169093

Email ID:rayyandafedar6@gmail.com

CARRIER OBJECTIVES:-

Seeking a position as an Accountant where extensive experience will be further developed and utilized.

CARRIER PROFILE:-

- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skill.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.

SKILLS SETS:-

- General Ledger Accounting.
- Account Analysis and Reconciliation of G/L accounts.
- Month, Quarter & Year-end Close.
- Expense Reporting and Analysis.
- Accounts Receivable/Accounts Payable.
- Bank Reconciliations.
- Financial Statements Preparation & Analysis.
- Billing.
- Collection.

QUALIFICATION:-

- **SSC EXAMINATION** From University Of Mumbai
- **HSC EXAMINATION** From University Of Pune

Computer SKILL:-

- ❖ **Basic Computer Course (BCC)**
- ❖ **C language DBMS**

CERTIFICATION :-

- ❖ **Tally With Financial Accounting**

❖ **Excel Skills For Business : Essentials**

❖ **MS - Excel**

PERSONAL DETAILS:-

Date of Birth: - : 06/07/1999
Gender: - : Male
Marital Status: - : Unmarried
Nationality: - : Indian
Religion: - : Islam
Language Knowledge: - : English, Urdu, Hindi & Marathi

DECLARATION:-

I hereby declare that the above information is true best of my knowledge

RAYYAN KHALIL DAFEDAR

Certificate

19210241 April 2022 MH



MKCL

Creating a Knowledge Lit World
www.mkcl.org



This is to certify that

DAFEDAR RAYYAN KHALIL

has successfully passed in **June 2022**

the Knowledge Lit Careers Certificate Course i.e.

KLIC Certificate Course in Financial Accounting with Tally ERP 9

KLIC Tally Prime with GST

designed, developed and offered by MKCL* and recognized by YCMOU**.

S/he has secured **93 %** of marks.

while pursuing this Course of 120 hour's duration

s/he has additionally completed **5 Mini - Projects** in

Financial Accounting with Tally ERP ✓

and has published their outputs in her/his portfolio. ☑

In appreciation of this additional work

S/he is being recognized as

MKCL Certified Tally Expert

In testimony whereof are set the Seal and Signature of
the Managing Director, MKCL.

Managing Director

Maharashtra Knowledge Corporation Limited (MKCL)



✓ **Software Tools Learnt: Tally**

* MKCL: Maharashtra Knowledge Corporation Limited. ** YCMOU: Yashwantrao Chavan Maharashtra Open University, Nashik.

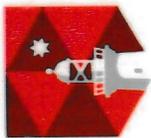
☑ The authenticity of this certificate and the Portfolio can be viewed and validated at www.mkcl.org/klic

This certificate of appreciation is being awarded without charging any fees.

The photograph of the candidate is printed on the certificate. If it is found to be pasted externally, the certificate is not valid.

Certificate Verification Number :313742742204142

Date of Generation:21st July , 2022



MACQUARIE
University
SYDNEY • AUSTRALIA

Jan 3, 2022

rayyan khalil dafedar

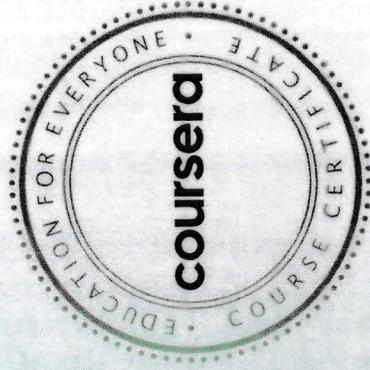
has successfully completed

Excel Skills for Business: Essentials

an online non-credit course authorized by Macquarie University and offered through
Coursera

Nicky Bull, Lecturer and Lead Content Designer
Dr Prashan S. M. Karimaratne, Lecturer - Teaching & Leadership | Department of Actuanal Studies & Business Analytics
A/Professor Yvonne Breyer, Director, Learning & Teaching | Head, Learning Futures

COURSE
CERTIFICATE



Verify at coursera.org/verify/NTL4P2378KUL

Coursera has confirmed the identity of this individual and their participation in the course.