



**MD RAFAT HAYAT  
ACCOUNTANT**

249 MAKAN NUMBER, 251 HANSAPURI  
ROAD RAMPURA NEW DELHI -110035

**Email id:** mdrafathayat2005@gmail.com

**+918789869625**

**+918750932636**

**CAREER OBJECTIVE:**

**To work in an environment conducive for the optimum realization of my potential and to grow with and within the organization through result oriented hard work.**

**WORK EXPERIENCE**

**Total Experience in Accountant Filed 3 Years**

**Company Name:** MR & Co (Chartered Accountants)

**Site:** Uttam Nagar (New Delhi)

**Designation:** Accountant

**Periods:** 04-02-2022 to 27-03-2024

**Company Name:** BSRT & Co (Chartered Accountants)

**Site:** Janakpuri (New Delhi)

**Designation:** Senior Accountant

**Periods:** 01-04-2024 to 01-05-2025

**Job Responsibilities:**

- **Daily basis accounting entries.**
- **Preparation of GST RETURN.**
- **Gstr-1 (Sale detail) Filing Monthly.**
- **Gstr-3B (Sale/Purchase) Filing Monthly.**
- **GST Tax payment Monthly.**
- **Daily Bank Reconciliation as per bank.**
- **Daily cash ledger/ Bank Transaction.**
- **Daily wise maintain books of accounts.**
- **Maintain sundry debtor/creditors.**
- **Daily wise Billing/Invoice work.**
- **Daily wise Bank reconciliation.**
- **Daily work of Audit sale/purchase/cash transaction.**
- **All types of work-related accounts.**
- **Preparation and submission of stock statement.**
- **Follow up with bank for banking transaction.**
- **E way bill generate & Petty Cash Maintain,**
- **GST Entries, Calculation, Return**
- **Various Accounting and official work, whichever handed to me Time to Time.**

**Education Qualification:**

- **B COM- Graduate from LNMU Darbhanga.**
- **I COM- from R.N College Pandaul (Madhubani).**
- **Matriculation Certification studies from BSEB Patna.**

**EXTRA SKILLS:**

- Tally ERP 9 (DCA, madhubani).
- Accessibility to internet.
- Knowledge of internet using.
- MS-Office (MS Word, MS Excel)
- Tally ERP 9 with GST

**Why should I be selected ?**

- Ability of Face challenge within short notice.
- Willing to learn.
- Having good Accounting & communication skill.

**PERSONAL DETAILS:**

- Father 's Name: Mohammad Asgar Ali
- Date of Birth: 11.03.2005
- Gender: Male
- Nationality: Indian
- Marital: Unmarried
- Language known: Hindi, English and Urdu.

**DECLARATION:**

I hereby declare that the above-mentioned information is correct to the best of my knowledge and I bear the responsibility for correctness of the above-mentioned particulars.

**(MD RAFAT HAYAT)**

**Place.....**



# MR & CO.

Chartered Accountants

E-mail : mrandco@gmail.com

Tel. +011-49967733

## EXPERIENCE LETTER

Date: 27<sup>TH</sup> MARCH 2024

### TO WHOMSOEVER IT MAY CONCERN

This is to certify that **MOHD. RAFAT HAYAT S/o Mohammad Asgarali** has worked as a **paid Accountant assistant** in our organization from 4<sup>TH</sup> FEBURARY 2022 to 27<sup>TH</sup> MARCH 2024 (2 Years and 6 month only). During the time of his tenure we found him extremely resourceful in all the technologies that he is competent. He has learned specific module from our organization as under:

1. Working on Tally ERP 9 with GST module.
2. Filling of GST Returns
3. Working on daily voucher Entry and its auditing.

We found him to be a good item player besides being a hard worker, His performance has been satisfactory and he possesses a very good mortal character.

We wish him all the success in his future endeavors.



**MSME**  
MICRO, SMALL & MEDIUM ENTERPRISES  
एन.ए. अंतर्गत मध्यम उद्यम  
Reg. No.: UDYAM-BR-20-0000498



# AIIT

Aaniya Institute of Information Technology Pvt. Ltd.

Registered Under the Companies Act 2013, Ministry of Corporate Affairs, Govt. of India

Corporate Identity Number: U72900BR2019PTC042950

ISO 9001-2015 Certified Organization

Certificate No.: 2K22F1CN10010



Rating Awarded



## CERTIFICATE OF EXCELLENCE



This is to Certify that Mr./Miss. **MD RAFAT HAYAT**  
S/O, D/O, W/O **MOHAMMAD ASGARALI**  
Date of Birth **11-Mar-2005** has successfully completed the course  
**ADVANCE DIPLOMA IN COMPUTERIZED ACCOUNTING (PC004)**  
At **(CA2) RK TRAINING CENTRE, PANDAU MADHUBANI**  
of durations **12 MONTHS** and has achieved the grade **A+ (83.17%)**

Reg. No. : AT2K21J1CA2R10044  
Date of Issue : 10-Feb-2022  
Place : New Delhi



Md. Javed  
Asari  
Exam Controller

Javed  
Asari  
Managing Director

Certificate Verification: [www.aiit-india.com](http://www.aiit-india.com) or E-Mail: [certification.aiit@gmail.com](mailto:certification.aiit@gmail.com)

Corp. Office: C-202 J.J. Colony Wazirpur, Ashok Vihar New Delhi

Reg. Office: Ward No 18 Town Club Station Road Madhubani BR

20 AC 0661042

क्रम संख्या Sl. No.

620012860

# बिहार विद्यालय परीक्षा समिति Bihar School Examination Board



प्रमाण-पत्र  
CERTIFICATE

माध्यमिक विद्यालय परीक्षा, 2020  
SECONDARY SCHOOL EXAMINATION, 2020

यह प्रमाणित किया जाता है कि  
This is to certify that

MD RAFAT HAYAT

रोल कोड  
Roll Code 62036

रोल नं  
Roll No. 2000900

पंजीयन संख्या एवं वर्ष  
Registration No. & Year 62036-00112-19

आत्मज/आत्मजा श्रीमती  
Son/Daughter of Smt. BIBI JAINAB

एवं श्री  
& Shri MOHAMMAD ASGARALI

जिनकी जन्म तिथि  
Born on 11/03/2005

राष्ट्रीयता  
Nationality INDIAN

है, ने बिहार विद्यालय परीक्षा समिति द्वारा फरवरी, 2020 में आयोजित वार्षिक माध्यमिक परीक्षा  
Annual Secondary Examination of the Bihar School Examination Board held in February, 2020

विद्यालय से  
From School S K HIGH SCHOOL PANDAU, MADHUBANI

श्रेणी में  
under division FIRST

निम्न विषयों में उत्तीर्ण  
Passed in the following subjects : MIL-URDU  
MATHEMATICS  
SCIENCE SIL-HINDI  
SOCIAL SCIENCE

पटना  
PATNA :  
दिनांक  
DATE : 31/10/2020



*Sanjay Kumar*  
परीक्षा नियंत्रक  
Controller of Examination



बिहार विद्यालय परीक्षा समिति, पटना  
BIHAR SCHOOL EXAMINATION BOARD, PATNA

औपबंधिक प्रमाण-पत्र PROVISIONAL CERTIFICATE  
इन्टरमीडिएट वार्षिक परीक्षा, 2022  
INTERMEDIATE ANNUAL EXAMINATION, 2022

Certified that MD RAFAT HAYAT

Son/ Daughter of MOHAMMAD ASGARALI

Roll Code 52009

Roll No. 22020265

Registration No. R-520090992-20

a student of R.N.COLLEGE,PANDAUL,MADHUBANI

passed the Intermediate

COMMERCE

Examination 2022 held in the

month of February, 2022 and has been placed in

FIRST

Division.

SUBJECTS OFFERED

COMPULSORY

ELECTIVE

ADDITIONAL

ENGLISH

BUSINESS STUDIES

URDU

ENTREPRENEURSHIP

ACCOUNTANCY

Dated 16/03/2022

Patna 800001



रंजीव कुमार  
परीक्षा नियंत्रक

Controller of Examination



बिहार विद्यालय परीक्षा समिति, पटना  
BIHAR SCHOOL EXAMINATION BOARD, PATNA

प्रव्रजन प्रमाण-पत्र MIGRATION CERTIFICATE

इन्टरमीडिएट वार्षिक परीक्षा, 2022  
INTERMEDIATE ANNUAL EXAMINATION, 2022

M.C.No. 0708828

16207382

Shri MD RAFAT HAYAT

Son/ Daughter of

MOHAMMAD ASGARALI

Registration No.

R-520090992-20 Roll Code 52009

Roll No. 22020265

for his/her further studies in any Institution or University.

Dated : 16/03/2022

Patna 800001

रंजीव कुमार  
परीक्षा नियंत्रक

Controller of Examination

This Board has no objection to the admission of



# LALIT NARAYAN MITHILA UNIVERSITY

(Kameshwaranagar, Darbhanga-846004)

## Statements of Marks

Following are the marks obtained by MD RAFAT HAYAT of R. N. College, Pandaul, Madhubani Registration No. 22312001213, Roll No. 233121010193 in Bachelor Of Commerce - Honours (Accounting & Finance) - Part-I Examination , 2023 held in the month of August 2023

### Part-I

Name of Subject	Theory Marks Obtained	Practical Marks Obtained
Non Hindi	27	
MB-Urdu	23	
Accounting & Finance (Hons.) - (P-I)	45	
Accounting & Finance (Hons.) - (P-II)	46	
Business Management & Communication	64	
Business Economics & Environment	42	
Status :		PASS
Total Marks :		247
Date of Publication Result :	11/01/2024	



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(Kameshwaranagar, Darbhanga-846004)

## Statements of Marks

Following are the marks obtained by **MD RAFAT HAYAT** of **R. N. College, Pandaul, Madhubani** Registration No. **22312001213**, Roll No. **233121010193** in **Bachelor Of Commerce - Honours (Accounting & Finance) - Part-II Examination, 2024** held in the month of **June 2024**

### Part-II

Name of Subject	Theory Marks Obtained	Practical Marks Obtained
Non Hindi	39	
MB-Urdu	23	
Accounting & Finance (Hons.) - (P-III)	84	
Accounting & Finance (Hons.) - (P-IV)	85	
Indian Economy & Entrepreneurship Development	66	
Monetary Theories & Financial Institutions	63	
<b>Status :</b>	<b>PASS</b>	
<b>Total Marks :</b>	<b>360</b>	
<b>Date of Publication Result :</b>	<b>12/12/2024</b>	





पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

**MOHAMMAD ASGARALI**

माता का नाम / Name of Mother

**BIBI JAINAB**

पति या पत्नी का नाम / Name of Spouse

पता / Address

**VILL-MAKSUDA**

**PO-MAKSUDA, MADHUBANI**

**PIN: 847234, BIHAR, INDIA**

पुराने पासपोर्ट का न. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with D

फाइल न. / File No.

**PAA060871247225**