



RAJESH BARANWAL

Objective

As a dedicated Accountant with a diverse background and rich experience in handling Books of Accounts, I am eager to contribute my expertise to a dynamic organization. My successful track record in various industries such as Retail, Marketing, Education, Health & Fitness, and Hospitality, coupled with my passion for development and blogging, reflects my ability to adapt to challenges and drive results. I am a certified Accountant by degree and a Developer by passion, seeking to continue my journey by exploring new opportunities.

Experience

August 2021 - Present

Freelancer - Panagarh, West Bengal, India

- Offering Comprehensive web design solutions as an independent freelancer.
- Services include Domain registration, Hosting, SSL, Webpages Designing, Customization, Theme installation, SEO, Analytics, E-commerce, Payment Gateway integration, and ITR filling solutions for Salaried Individuals,
- Providing a one-stop solution for IT need and Income Tax related stress.

February 2020 - June 2020

Finance Executive - Marriott International - Bengaluru, India

- Managed core Accounts Receivable functions including invoice generation, payment collections, reconciliations, and settlements.
- Handled payment collections, credit card reconciliations, and other financial tasks.
- Forced to leave the organization due to the Covid19 pandemic.

February 2018 - February 2020

Accounts Payable Supervisor - Radisson Hotel Group - Bengaluru, India

- Responsible for Accounts Payable functions, including Invoicing, AMC Services, Payroll, Vendor management, foreign remittances, and statutory-related workings.

- Actively contributed to Vendor Agreement creation, month-end closings, P&L, Internal Audit, Reconciliation, etc.
- Promoted to Supervisor within a year based on efficiency and performance.
- Worked together with the IT team to provide training on ALIF software – BOSS for AP Accounts and IMCS for Stores. Active participation in troubleshooting sessions to resolve glitches and technical issues promptly, ensuring smooth operation of software systems.

April 2017 – February 2018

Freelancer – Bengaluru, India

- Managed accounting projects and assisted startups with bookkeeping, reports, and statutory compliance.
- Collaborated with professionals and CA firms to provide accounting support.

November 2013 – January 2017

Finance-cum-Web maintenance Exe. – Laughter Yoga International

– Bengaluru, India

- Worked in multiple roles, including Accounting, Admin, and Inventory management.
- Assisted the IT Team in Web Development, Social Media Campaigns, Video Editing, and Graphic Designing.

August 2011 – August 2013

Accountant – Dewan House – Durgapur, West Bengal, India

- Gained foundational experience in invoicing, inventory management, reconciliation, and bookkeeping using Tally.

Education

2008 - 2011

B. Com (H)

The University Of
Burdwan

Skills

- AP / AR
- Reconciliation
- Invoicing
- Ageing Analysis
- Statutory Workings
- MIS Reports
- Budgeting
- Internal Audit
- Bookkeeping
- Month-End Closing
- Time management
- Bank Reconciliation
- Bank Follow-Ups
- Inventory Management
- Vendor Management

Contact

Anjani Villa,
Railpar, Saradapally
PO- Panagarh Bazar,
Paschim Bardhaman,
West Bengal-713148
(+91) 99327 02173
baranwalrajesh1@gmail.com
linkedin.com/in/TheBaranwal
www.RajeshBaranwal.com