



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 multiple Industries such as Retail, Marketing, Education, Health & Fitness, Automobile and Hospitality, coupled with my passion for Web page designing 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 – The Baranwal Associates – 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.
- Running CSC – Common Service Centers (CSC) are a key component of the Digital India Initiative by the Government of India, These centers aim to provide essential government and non-government services to citizens, particularly in rural and remote areas, through digital means.

February 2020 – June 2020

Accounts Receivable – Marriott International – Bengaluru, India

- Managed core AR functions including Invoice generation, Collections, Reconciliations, and Settlements.
- Handled B2B collections, Credit Card reconciliations, and other financial tasks until the Covid19 pandemic impacted the industry.

February 2018 – February 2020

Accounts Payable – Radisson Hotel Group – Bengaluru, India

- Responsible for AP 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, MIS, Budgeting, etc.

- 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.
- Awarded with immediate promotion within a year basis on efficiency and performance.

April 2017 – February 2018

Freelancer – Bengaluru, India

- Managed accounting projects and assisted Startups with Book-Keeping, reports, and Statutory compliances.
- 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 Book Keeping using Tally.

EDUCATION

2008 - 2011

B. Com (H)

The University Of
Burdwan

APPLICATION

Microsoft Office

Tally Erp9

Opera

ALIF – BOSS & IMCS

Google Sheet

Adobe Photoshop

FCP – Apple (IN)

WordPress

SKILLS

AP / AR

Invoicing

GL Reconciliation

Bank Reconciliation

Ageing Analysis

Statutory Workings

MIS Reports

Book Keeping

Month-End Closing

Budgeting

Internal Audit

Bank Follow-Ups

Inventory Management

Vendor Management

CONTACT

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