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# RAJESH BARANWAL

## Contact

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## OBJECTIVE:

**Certified Accountant** by degree and **Developer** by passion, Seeking an **Accounting or Finance Management** position within the **Hospitality Industry** to leverage a proven track record of managing full-cycle financial operations at leading hotel groups (Marriott International, Radisson Hotel Group, Hyatt Hotels Corporation and Dan Hospitality). Eager to apply expertise in **Accounts Payable (AP), Accounts Receivable (AR), GL Reconciliation, Statutory Workings, and Internal Audit** to optimize financial control and support operational efficiency in a fast-paced environment.

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## EXPERIENCE

### Accounts Payable – Radisson Hotel Group

*Bengaluru, India | February 2018 – February 2020*

- Led comprehensive **Accounts Payable (AP) functions**, including **Invoicing, AMC Services, Salary processing, Vendor Management, Foreign Remittances, and Statutory Workings** for a major international hotel chain.
- Actively contributed to **Vendor Agreement creation, Month-End Closings, P&L analysis, Internal Audit, Reconciliation, MIS Reporting, Budgeting** and sending final reports to the corporate.
- Collaborated with IT, providing training on specialized software (**ALIF – BOSS & IMCS**) and participating in **troubleshooting sessions** to ensure smooth system operation.
- **Awarded an immediate promotion within a year** based on high efficiency and performance.

### Accounts Receivable – Marriott International

*Bengaluru, India | February 2020 – June 2020*

- Managed core **Accounts Receivable (AR) functions** essential to the hotel's revenue cycle, including **Invoice Generation, B2B Collections, Credit Card Reconciliations, and Settlements**.
- Successfully managed crucial month-end financial tasks until the industry impact of the Covid-19 pandemic.

### Freelancer – The Baranwal Associates

*Panagarh, West Bengal, India | August 2021 – Present*

- Established and ran an independent consultancy, offering web design solutions and **ITR filing solutions** for salaried Individuals and Proprietors having Business Income.
- Operated a **CSC – Common Service Center** (Digital India Initiative), providing essential government and non-government services.

## Freelancer & Other Accounting Roles

Bengaluru, India & Durgapur, India | 2011 – 2018

- Managed accounting projects and assisted Startups with **Book-Keeping, Reports, and Statutory compliances**.
- Served in multifaceted roles, managing **Accounting, Admin, and Inventory Management**.
- Gained foundational experience in **Invoicing, Inventory Management, Reconciliation, and Book Keeping** using **Tally**.

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## KEY SKILLS

Hospitality Accounting	Financial Analysis & Control	Software Proficiency
AP/AR Management	Month-End Closing	Tally Erp9
Invoicing & Payroll	GL/Bank Reconciliation	Microsoft Office/Google Sheet
Book Keeping	Budgeting	Opera (AR)
Statutory Workings	MIS Reports	ALIF – BOSS & IMCS
Inventory Management	Internal Audit & Compliance	Web Development Skills (Supportive)
Vendor Management	Ageing Analysis & Follow-Ups	Adobe Photoshop / FCP (Mac)

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## HOBBIES & INTERESTS

**Financial Literacy & Organization:** Active interest in personal finance tracking, budget creation, and using digital tools (like spreadsheets and apps) for detailed record-keeping and financial planning.

**Digital Communication & Presentation:** Enjoying **Blogging and Content Creation**, which sharpens skills in clear written communication and presenting complex ideas simply—essential for financial reporting and client/vendor relations.

**Process Improvement:** Exploring new **Web Development & Design** technologies out of personal interest, reflecting an inherent drive to understand and improve digital systems and processes (relevant for finance system troubleshooting).

**Networking:** Engaging with professional online communities to stay updated on industry trends in both accounting and hospitality management.

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## LANGUAGES

- **English** : Full Professional Proficiency
- **Hindi** : Native/Fluent Proficiency
- **Bengali** : Native/Fluent Proficiency

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## EDUCATION

- **B. Com (H)** | The University Of Burdwan | 2008 - 2011
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