
RAJESH BARANWAL

Contact

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OBJECTIVE:

Certified Accountant by degree and **A Web Designer** by passion, seeking an **Accounting or Finance Management** position in the **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, Internal Audit and Month-end closures** to optimize financial control and support operational efficiency in a fast-paced environment.

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, Provisioning Accruals, P&L Analysis, Internal Audit, Reconciliation, MIS, 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

- Establishment and running an Independent Proprietorship Firm – **The Baranwal Associates**, offering **Audit** and other **Accounting** services to **CA Firms/Start-ups**, Company Registration, Enrolment of GST Number, Supporting in Filing timely of GST, **ITR filing** for salaried Individuals and Proprietors having Business Income And Web Design Solutions in the requested sector.
- Operated a **CSC – Common Service Centre** (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 Start-ups 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**.

KEY SKILLS

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

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.

LANGUAGES

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

EDUCATION

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