**Robert Nikjoo BSc Adv CIMA Dip MA**

**Assistant Accountant with Programming Experience**

Resident in the East London borough of Redbridge

M: 07787 591041 E: [nikjoorobert@yahoo.com](mailto:nikjoorobert@yahoo.com)

<https://www.linkedin.com/in/robert-nikjoo/>

<http://www.robertnikjoo.com>

**Profile**

**Assistant Accountant / CIMA finalist**

**Trained Access / Excel programmer**

A **university graduate**, I am a **CIMA finalist** and have finished all my CIMA exams. I must have 3 years accounting experience and then will gain my CIMA designation. I am also currently preparing for my **CFA** exam level 1. I also invest time in studying IT. My work history includes working for investment banks as a vba-sql **financial spreadsheet/database developer** for 4 years, and 2 years as an **accounts assistant/Assistant accountant**. I am familiar with **Sage 50, Xero** as well as **vba, sql, html**, **javascript, php,** **c#** & **python** computing languages.



**Accounting skills**

Preparing accounts to trial balance on excel and uploading to taxfiler

Bookkeeping(including Journals)

Creating Forecast spreadsheets

Some experience of uploading self-assessments onto Taxfiler

Some Year end experience

Some Balancesheet reconciliation experience

Some financial analysis

Microsoft Excel, Microsoft Access, Sage 50, Xero, TaxFiler, Power BI

****

**IT Skills**

Programming financial spreadsheets and databases(vba sql Access Excel)

Programming responsive Websites(html, css, javascript,php, photoshop)

Some Python and C# skills

Please see my website [www.robertnikjoo.com](http://www.robertnikjoo.com) for software examples

**Management Skills**

Managing and tutoring more junior members of staff



**Other Skills**

Trained pharmacy dispenser, experienced TEFL tutor



**Work Experience**

* **Assistant Accountant Feb2021 - Current**

**HJL Accountancy**

**(self employed – offering my services to)**

* Preparing Trial Balance Accounts from transaction lists (TB, BS, PL)
* Creating & Amending Complex Forecast spreadsheets (Excel, formulae, vba)
* Bookkeeping & Account reconciliation (reconciliation, journals)
* Self assessments (uploaded into taxfiler)
* Working with Excel, Xero, TaxFiler and Hubdoc
* Reconciliation of accounts including intercompany reconciliation
* Also:
* Financial analysis
* Excel vba work
* Creating PowerPoint presentations and small reports
* Year end checks
* Assisting more junior members of staff
* **Clerk Aug 2019 – Jul 2020**

**Inlecom**

* Processing expense claims
* Financial Analysis
* Creating financial (revenue-costs) spreadsheets
* Bank reconciliations
* Recording figures in spreadsheets
* Preparing invoices for payment
* Sending emails, scanning documents
* Contacting project partners
* Filing documents
* Writing vba excel code
* Managing petty cash
* **Purchase Ledger Clerk (pt) Apr 2019 – Jun 2019**

**PenLaw**

* Inputting Invoice details into Sage 1000
* Scanning Invoices into paperless system
* Matching Purchase Orders to Invoices
* Checking Invoices on system
* Filing
* Developing Microsoft Access Software
* **Trainee Bookkeeper program (pt work experience) Sep 2018 – Apr 2019**

**KBM Accountants**

* Processing sale and purchase invoices using Sage 50 and QuickBooks.
* Entering supplier’s payments and customer’s receipts.
* Performing bank reconciliations
* **Pharmacy Assistant (pt) Mar 2016 – July 2019**

**Shantys Pharmacy**

* Checking off Medical deliveries
* Sales work
* Clerical Work
* **English Language Tutor (pt) Aug2006-Aug2016**

**Various English schools, Private students**

**Kiev, Ukraine**

* Holding English conversation classes
* Teaching English grammar
* **Assistant Gardener Aug2010-Aug2011**

**PercherskaLavra Monastery**

**Kiev, Ukraine**

* General Assistant in the monastery
* **Pharmacy Dispenser Mar2003-Aug2006**

**Kirby Cross Pharmacy, Essex**

* Labelling Medicine
* Dispensing Medicine
* Sales Work
* **Financial Spreadsheet/ Database developer (Contractor) Oct 1995-Aug 1999**

**Various Investment Banks London, Zurich**

* Programming and maintaining financial spreadsheets and databases using vba and sql code
* **Trainee programmer Mar 1995-Oct 1995**

**Arc Systems, London**

* Programming software modules



**Educational Qualification:**

2021 CIMA Advanced Diploma in Management Accounting. CIMA Finalist

1994 Bachelors of Science from Aberdeen University

1998 & 2017-Current A variety of IT& Finance courses

****

**Reference**

Provided upon request