**Robert Nikjoo BSc Adv CIMA Dip MA**

Resident in the East London borough of Redbridge

M: 07787591041 E: [nikjoorobert@yahoo.com](mailto:nikjoorobert@yahoo.com)

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

<http://www.robertnikjoo.com>

**Profile**

**Accounts assistant / CIMA finalist**

**Trained Access / Excel programmer**

A **university graduate**, I also hold an **Advanced CIMA diploma** in management accounting **(CIMA finalist)** and have finished all my CIMA exams. I must have 3 years accounting experience and then will gain my CIMA designation. 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**. 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, Ledgers Maintenance, Bank Reconciliations, Book keeping, Expense Claims, Setting up Financial spreadsheets, Preparing invoices for payment, Financial analysis

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

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**IT Skills**

Programming financial spreadsheets and databases. Programming responsive Websites

Programming MS Access, MS Excel, vba, sql, html, javascript, css, c# winforms, php, photoshop, python.

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

**Other Skills**

Trained pharmacy dispenser, experienced TEFL tutor



**Work Experience**

* **Accounts Assistant/vba developer 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
* **Financial 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

1994 Bachelors of Science from Aberdeen University

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

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**Reference**

Provided upon request