

Golgooneh Mazhari Nia

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Profile

I have passed the Bookkeeping AAT Level 2 at Stockport College, and now I have finished level 2 AAT Accounting in Stockport college and now I am studying level 3. I am available to work full time. Previously, I gained a degree in Photography in Iran, and after an extensive administrative and HR career in my home country, then I started to run my own business for four years which involved completing my own bookkeeping alongside bringing up my young family. I have now been in a position to work as a junior account assistant for full time while I am studying AAT level 3 accounting in Stockport College. I am able to work as a trustworthy assistant accountant, I am detailed focused and highly competent, with experience of working as a part of a team in a busy office. Highly organised, punctual and be able to prioritise workload, fast learner and keen to learn new skills, be able to input accurate data, sorting files and problem-solving skill. I can record transactions in relevant journals and ledgers, processing customer and supplier transactions, revenue and expenses, preparing initial trail balances using control accounts, completing bank reconciliations, expenses classification for VAT return preparation, register new business in HMRC website, corporation tax, self assessment and PAYE Agent Authorisation, update annual confirmation statement in company house. I have 8 years full UK driving licence.

IT Skills

- Software skills: Microsoft Office (Word, Excel, PowerPoint)
- Sage 50
- Web design (basic HTML, Wix, Squarespace)

- **Education and training**

AAT Bookkeeping level 2	Feb 2023
Maths GCSE Grade 4 equivalent (From Iran)	June 2000
English Functional Skill Level 1	June 2016
Bachelor's degrees Photography – Azad University Tehran	2002-2007
Associated Degree movie making- Tehran	2001-2003

- **Related Employment History**

Audacc accountancy practice (as a trainee bookkeeper)

Feb 2023 – present

- Accurate data entry
- Revenue and expense entries, bank classification and payroll for year end
- Submitting VAT & year end
- Apply for Agent Authorisation for self – assessment, Corporation tax. PAYE and VAT
- Register new business in HMRC
- Apply for UTR / PAYE number
- Filing all letters to the related company
- Excel
- Update confirmation statement in the company house
- Re declaration and re enrolment pension regulator

Self-employed Photographer (part time)**Oct 2018 -2023**

- Web design / Web maintenance (WIX /Squarespace)
- Customer Focused
- Preparing Bookkeeping control to send all invoices and payments to the accountant (Issue Invoice and chasing payments)

B 4 Box - Admin Assistant / Bookkeeping**Feb 2018– August 2018**

I worked twice a week for six months on work experience placement to update my bookkeeping skills

- High level attention to details
- Inputted the data entry of all sales invoices, purchase invoices, expenses receipts, sales income, and payments
- Inputted appropriate code for product and expenses
- recorded transactions in relevant journals and ledgers
- Maintained all records, receipts, invoices
- Kept all files up to data and carefully filed all the information in correct customer file
- Able to prioritise workload
- Checked Invoices
- Accounting software (Sage 50)

- **Other Experience**

FARSA Offshore Company - Recruitment officer**2009-2011**

- Checked ISM (International Safety Management) code and kept it up to date
- Managed staff working Rota
- Recruited new crew / Officers

Marine Project-Recruitment administrator/ Human Resource**2007-2009**

- Prepared travel expenses reports
- Assisted in budgeting.
- Maintained all receipts, invoices.
- Kept all files up to date
- Able to prioritise workload.

Ocean View – Administrator/ Human Resource**2004-2007**

- Prepared travel expenses reports
- Assisted in budgeting
- Maintained all files, receipts, invoices
- Kept all files up to date
- Able to prioritise workload.
- Hobbies and interests

I like to spend quality time with my family and my friends, I spend time with my kids and we always have fun, also I enjoy long walk with my dog. I love painting on a canvas, drawing, photography and listening to the music.

References available on request