

Kene Gbemudu

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Experience

AMERICAN CINEMA INTERNATIONAL INC— 15363 Victory Blvd. Van Nuys, CA 91406 July. 2019 - Present

Chief Financial Officer senior executive position responsible for managing the financial actions of the company.

- Budgeting, tracking and management of 4 movie budgets and production expenses worth over \$400,000 each.
- Completing the setup of production companies, production payroll, accounting and tax incentives of productions in Arkansas, Ohio and Montana.
- Aiding in the development, production and post-production of 6 movies with the review of scripts, music scores and screeners.
- Drafting and review of distribution agreements and contracts with IRights between ACI and other production companies.
- Creating and providing 75 Quarterly Producer Reports to producers in which the company distributed their titles to VOD platforms and universal territories.
- Performing bookkeeping and monthly bank reconciliations with the use of Quickbooks Enterprise Desktop software.
- Completing the processing of payments to producers, writers, editors, marketers and other vendors through checks and wire transfers.
- Tracking daily expenses made through the company bank and credit cards.
- Completing payroll for 10 employees and contractors
- Creating an average of 20 monthly invoices.
- Tracking and following up with clients to collect accounts receivables.
- Researched employee health insurance options and reduced employee health insurance monthly cost by 50%.
- Creating yearly financial statements such as Balance Sheets and Profit and Loss statements. Including review of tax returns.
- Preparing the company and personal financials in order to secure funding from banks, private lenders and the SBA. Funds received ranged from \$50,000 to \$1,500,000.
- Completed the accounting of \$200,000 renovation of office space.
- Completing mailing of letters, reports and checks via USPS, Fedex and UPS

14242 PROPERTIES LLC— 15363 Victory Blvd. Van Nuys, CA 91406 July. 2019 - Present

Chief Finance Officer senior executive position responsible for managing the financial actions of the real estate company.

- Managed the sale and purchase process of residential properties worth over \$1,000,000.
- Created lease agreements for 14242 Properties and the tenants of the office space.
- Completed the processing of payments to mortgage banks and other vendors.

- Completed the bank deposits of rent received from tenants.
- Performed bookkeeping and monthly bank reconciliations with the use of Quickbooks Enterprise Desktop software.

UPRIGHT SALE LLC—

Jan. 2019 - July 2019

Accounting Clerk This position is to be responsible for verifying invoices, entering and processing bills for payment of incoming parcels.

- Performed payable transactions with the use of Quickbooks Online Software.
- Reviewed and documented 5 to 10 invoices and receipts daily of incoming and completed shipments.
- Researched and resolved 50 to 60 invoice discrepancies and issues.
- Completed and dispatched 25 shipments orders weekly.
- Created weekly reports of shipments received and delivered, with the use of MS Excel, and presented to the supervisor

SUN WEST MORTGAGE COMPANY. INC—Buena Park, USA

May 2017 – Sept.28 2018

Business Finance Administrator. The fundamental responsibility of this position is to help the Preservation and Protection (P&P) Team of the Servicing Department complete the inspection and preservation actions to manage SWMC serviced properties.

- Cut the company's cost on servicing, and maintaining properties by 47% through cost analysis, and aligning the operating activities of the P&P department to the guidelines of the Department of Housing Urban and Development (HUD).
- Revised and edited 100 to 200 invoices weekly to process payments to vendors and other responsible parties.
- Aided in the processing of receivables and payables between SWMC and contractors with the use of the company's system software.
- Prepared monthly dashboards and reports to track property and occupancy status. Use of MS Excel application to create dashboards, reports, and Pivot-Tables.
- Managed audit of orders and actions of inspections, preservation, and protection of 1000 SWMC properties across the USA with the use of Yardi P260, and vendor's software.
- Supervised vendors on the completion of required actions on 600 to 900 SWMC vacant properties.
- Completed direct calls and messages to State Departments, vendors and borrowers.
- Improved the efficiency and productivity of the P&P department by creating 21 Standard Operating Procedures (SOP).

Education

Master of International Business (MIB)
Hult International Business School | Dubai, UAE

August 2016

Bachelor's in Business Administration (BBA)
American University in Dubai | Dubai, UAE
• Double Majors in Accounting and Finance

Dec 2014

Additional Information

Languages: English (Native), French (Basic), Spanish (Basic)

Technologies: MS Office, Quickbooks, Irights, ProConnect, Adobe, Asana, Toggl, MyMoney, Peachtree, Tally, and Yardi P260