***Kurt I. Venezia***

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**Career Objective:**

Looking for a film production accountant position with “Sterling Films,” to help the company in keeping a strict vigil on the production costs and ensure it does not cross the budget.

**Summary of Skills:**

* High-level proficiency in operating Entertainment Partners budgeting software, Visio, relevant MS Office applications and data manipulation software
* In-depth knowledge of applying Generally Accepting Accounting Principles
* Extensive knowledge of margin analysis and financial reporting methods
* Excellent organizational, analytical, communication, interpersonal skills
* Commendable time management and problem solving skills
* Proven ability to check accounts and prepare financial statements for the companies
* Thorough knowledge of the relevant legislation which governs the field of accounting

**Work Experience:**

Film Production Accountant

Sixth Sense Films Production Ltd., Allison, TX

October 2014 - Present

* Assisting senior accountant in routine accounting procedures and managing budget
* Preparing monthly as well as quarterly financial statements for the company and filing tax returns
* Liaising with the internal and external auditors, company employers, freelancers and contractors and fulfilling formalities to maintain production package insurance
* Preparing annual budget for the company and analyzing the same
* Checking the 'for-profit' and 'non-for-profit' accounting for the company
* Preparing the reports of the company revenue and its distribution
* Handling the legal disputes related to the financial transactions on behalf of Sixth Sense Productions

Film Production Accountant

Zenith Entertainment Group,

February 2012 - September 2014

* Prepared project budget and looking for the cost effective initiatives
* Prepared status reports and cost analysis reports
* Informed the producer and financier if the production cost exceeds the estimated figure and suggesting ways to control expenses
* Prepared variance analysis reports and working as a liaison with finance in order to update status of the production
* Handled the daily accounting duties in the company office and answering to the relevant queries of the clients

**Education:**

* Bachelor's Degree in Accounting
Allison University, Allison, TX
2011

**Reference:**

On request.