carlo arakian kumar

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SUMMARY OF QUALIFICATIONS

* Intensive experience in Finance, Strategic Sourcing, Procurement, Residuals, Participations, Management, Accounting, Marketing, Social Media, Sales and Customer Service.
* Extensive experience with Microsoft Windows, Office ((Excel (Pivot Table, VLOOKUP, HLOOKUP, Marcos), Word, Power Point, Access, and Internet Explorer)), PeopleSoft, JD Edwards, E1 (Enterprise One), Slack, Okta, Quip, American Express (AMEX), Visa, Master Card, Cashet, SAP, Essbase, Neilson Ratings (DSS), UA Accounting, AIRS System and Paris (Participations & Residuals Info System).
* Outstanding ability to quickly and efficiently learn new tasks as well as exceptional people and communication skills.
* Creative visionary with the ability to craft reporting tools using an innovative and unique approach.
* Strong analytical skills with high attention to details and accuracy along with problem solving skills.
* Excellent partnership and collaboration skills having dealt with various Partners and Senior Leaders.
* Excellent verbal, written, and interpersonal communication skills.

##### PROFESSIONAL EXPERIENCE

Twentieth Century Fox, Fox Filmed Ent. - Strategic Sourcing & Procurement Group | Los Angeles, CA

Manager, Reporting 2016 –2019

Associate Manager, Reporting 2012 - 2016

Senior Reporting Analyst 2006 - 2012

* Managed film stock rebates, including: forecasting, collection of data, calculation, distribution, tracking and price analysis in annual film stock contract negotiations.
* Managed vendor pricing and savings analysis on request for proposals for strategic sourcing contracted commodities.
* Managed contractual compliance with commodity pricing by conducting internal vendor pricing audits.
* Managed internal financial reporting on strategic sourcing projects including: departmental savings, video services spend reports for contracted rebates; new contract opportunities and annual spend review.

Disney (ajilon), Buena Vista Home Entertainment - Brand Marketing | Burbank, CA

Assistant Brand Manager 2005 - 2006

* Gathered research (industry analysis, competitive analysis and tracking analysis).
* Provided strategic guidance and oversaw the timely execution of all marketing plan components (creative materials, production materials and operational executions).
* Developed, refined and executed of marketing business plans and department budgets.
* Coordinated and disseminated information among support groups to ensure proper execution of business plans.
* Developed presentations to “sell” product for internal and external departments.

NBC Universal (kforce), Residuals, Participation & Royalties Department | Universal City, CA

Artist Contract Reporting, Residuals Analyst 2005

* Analyzed and interpreted collective bargaining agreements along with other legal documents in order to extract pertinent contractual provisions for determining residual liability.
* Worked with production, business and legal affairs, and payroll companies to ensure program setup documents are delivered timely and setup accurately for payment of residuals.
* Monitored the processing of monthly, quarterly and semi-annual residual payments for union and guild programming to ensure that residual payments are made on a timely basis.
* Performed initial review of residual invoices for reasonableness and accuracy and tracked payments to verify completeness.
* Researched and responded to written correspondence and oral inquiries received from the various departments, guilds, talent, senior management and outside payroll services.
* Enhanced business relationships with clients, guild contacts and payroll companies.
* Participated in discussions and/or meetings as it pertained to the development of new ways to view our programs and the corresponding residual liabilities.

Warner Bros. (kforce), Residuals & Participations Department | Burbank, CA

Residuals Contract/Operations Analyst 2004 - 2005

* Maintained show folders which included gathering required documentation from the individual productions and from internal and external payroll companies which including contracts, time sheets, cast lists, final credits, and pay logs required to setup casts in the AIRS system and enabling residuals payments to be generated.
* Configured casts in AIRS system based upon collected documentation. Reviewed cast setups to ensure that proper rates and bases were calculated. Prepared payments, depending on payment schedule (weekly, monthly), by Union and/or by market and reviewed payments for accuracy.  Made necessary adjustments to cast setups or airdates and regenerated payments as needed.
* Analyzed AIRS revenue and airdate reports for reasonableness and researched any and all discrepancies or inquiries from talent or other stakeholders.
* Prepared monthly, quarterly, semi-annual and annual financial statements for T.V. and Theatrical participants.
* Calculated and reported residuals for T.V. and theatrical first run markets along with gathered cast data in the airdate reporting database.
* Set up and closed residual files for talent which included issuing, re-issuing and canceling residual checks and processing beneficiary information.
* Performed other related duties and projects (e.g. audits, provided information for claims, performed system testing, processed foreign guild payments and attended departmental trainings).

Claus Ettensberger Corporation (C.E.C.) | Los Angeles, CA

Inventory & Purchasing Manager 2001 - 2004

* Supervised a team of 20 inventory & purchasing staff along with managing quality control.
* Reconciled inventory discrepancies and prepared all inventory departmental reports for stakeholders.
* Managed all accounts payable, accounts receivable, bank reconciliations, sales orders, purchase orders and stock transfers.
* Oversaw various management projects as well as trained all new employees.
* Heavily involved in “V.I.P.” sales including all vehicle sales and closely involved with all dealership transactions.

Wells Fargo Bank, Retail Banking Los Angeles Region | Montrose, CA

Lead Teller 1997 - 2002

* Responded to a broad range of customer inquiries and swiftly resolved problems.
* Provided highly personalized services that built and strengthened customers’ relationships.
* Identified opportunities for cross-selling of value-added bank products and services.
* Qualified referrals to team members across multiple lines of business.
* Performed transactions in the areas of checking and savings deposits and withdrawals along with balancing assigned cash drawer and packaged currencies and coinage.

##### EDUCATION

California State University, Northridge

Bachelor of Science in Finance and Business Administration

* Courses: Investment analysis and management, Problems in corporate financial policy, Advanced topics in finance, Financial management, Statistics, M.I.S., Accounting, Economics, Marketing, Real Estate, Management and Business Law.
* Supervisor in the Volunteer Income Tax Assistance (VITA) program.

Glendale Community College

Associate in Arts in Accounting and Business Administration

##### LICENSES

California Department of Real Estate

Real Estate Sales Agent License 2020 - 2024 License Number: 02114575

* Courses: Real Estate Principals, Real Estate Practice. Real Estate Valuations, Legal Aspects of Real Estate, Real Estate Finance, Real Estate Appraisal, Real Estate Economics and Business Law.