



VANESSA GÜRGÜR

WORK EXPERIENCE

FINANCE ASSISTANT-PAYABLES (TEMPORARY) ZERO GRAVITY, DUBAI UAE

OCT. 2024-
MAR. 2025

- Enter and post invoices into the accounting system, ensuring accuracy in invoice numbers, dates, vendor information, and expense allocations.
- Maintain strong relationships with vendors and respond to inquiries regarding payments, disputes, and account status in a professional and customer-focused manner.
- Serve as the primary point of contact for vendors, ensuring excellent customer service and efficient resolution of issues.
- Assist in managing client accounts by addressing inquiries, providing updates on account activities, and resolving any concerns with professionalism and care.
- Ensure timely and accurate processing of invoices to support scheduled payment cycles.
- Perform regular reconciliations of accounts payable ledgers with vendor statements to verify outstanding balances and resolve discrepancies promptly.
- Support month-end closing processes as needed, contributing to accurate and timely financial reporting.

DOCUMENT CONTROLLER & PROCUREMENT EXECUTIVES (TEMPORARY) MNG GROUP OF COMPANIES, DUBAI UAE

MAY 2024-
OCT. 2024

- Compile and register all technical documents, including drawings and blueprints, into the company's system.
- Keep staff informed of new document versions and how to access them.
- Maintain confidentiality of sensitive documents.
- Receive and submit documents to consultants for approval.
- Make documents available, notify, and distribute them to the appropriate recipients.
- Identify suppliers, negotiate terms, and purchase goods or services that meet the company's quality and budget requirements.
- Negotiate prices and payment terms to optimize cost savings. Prepare purchase orders and send them to suppliers.
- Track deliveries and ensure timely receipt of goods.
- Maintain accurate records of purchases, pricing, and inventory levels.

CONTACT

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📍 Al Barsha South,
Dubai UAE

ABOUT ME

Experienced and detail-oriented office administrator with a proven track record of efficiently managing administrative tasks and creating a productive and organized work environment. Adept at overseeing day-to-day operations, coordinating schedules, and ensuring seamless office procedures. Skilled in optimizing processes, fostering positive relationships with staff, and implementing effective communication strategies. Proficient in office software and technology, with a solid commitment to maintaining confidentiality and professionalism.

EDUCATION

2019 - IATA Diploma in Foundation in Travel and Tourism

Zabeel International Institute,
Dubai UAE

2002- BS in Tourism Management

The Philippine Women's
University, Manila

SKILLS

Office Management

Excellent multi-tasking ability

Database Administration

Travel Coordination

Customer Service

Social Media Management

Document Management

E-commerce

Inventory Management

Microsoft Office

Basic Bookkeeping

Accounts Reconciliation

Accounts Payables and
Receivables

Talent Booking

Leave Management

Procurement

FREELANCE EVENTS PROFESSIONAL DUBAI, UAE

NOV. 2023-
PRESENT

- Worked with various agencies including Xenial Events, THA Staffing, JAM Events, and Vibes Events.
- Providing excellent customer service to event-goers, delegates, and VIPs by addressing inquiries and concerns promptly.
- Representing the event and the organizing team professionally, adhering to company policies.
- Dispensing event information like schedules, locations, and amenities to ensure a positive experience for attendees.

Key Projects:

- Arab Health
- Medlab Middle East
- GTR MENA
- Gitex Global Dubai
- ADIPEC
- Big 5 Global
- F1- Abu Dhabi Grand Prix
- Gulfood

GENERAL VIRTUAL ASSISTANT / LISTING SUPERVISOR FREELANCER

2020-2023

- Create and update property listings on various platforms, including real estate websites and social media, ensuring all content is accurate, engaging, and up-to-date.
- Ensure accuracy and completeness of property information, including detailed descriptions, high-quality photos, and key features to attract prospective clients.
- Respond promptly to client inquiries about property listings, providing excellent customer service by addressing their needs and offering tailored recommendations.
- Act as a liaison between property owners and Film directors, ensuring clear communication and a seamless customer experience.
- Build and maintain strong relationships with clients by understanding their preferences, providing timely updates, and ensuring satisfaction throughout the process.
- Handle account management responsibilities by tracking client interactions, resolving concerns, and offering ongoing support to foster trust and repeat business.

CAREER BREAK

2016-2020

PERSONAL GOAL PURSUIT / FAMILY LEAVE

- Obtained a Diploma in IATA Foundation in Travel and Tourism with Sabre in November 2019.
- Attended online courses in Bookkeeping, Social Media Management
- In-depth Training and General Virtual Assistant.
- Completed Turkish Master Course A1
- Volunteering
- Spent Quality Time with Family
- Travel

ADDITIONAL INFORMATION

UAE Visa:

**Husband's Visa valid til February
2026**

Driving License:

Valid UAE Driving License

OFFICE MANAGER / JUNIOR BOOKER

2013- 2016

WILHELMINA MODELS, DUBAI UAE

- Handled payment processing for various stakeholders in the modeling industry, including models, suppliers, mother agencies, contractors, and interns.
- Provided comprehensive support for castings, photoshoots, and bookings, including organizing travel arrangements for domestic and international trips.
- Managed reminders for models regarding fittings, rehearsals, and daily bookings.
- Oversaw office inventory, tracked team expenses, and maintained accurate financial records.
- Managed the CRM database, handled vendor invoices, and sourced vendors for special projects while negotiating contracts.
- Coordinated appointments and meetings and managed staff calendars and schedules.

ASSISTANT BUYER

2011- 2013

SOUQ.COM (AMAZON.AE), DUBAI UAE

- Engaged in effective communication with suppliers to secure optimal pricing for apparel and accessories.
- Managed the campaign pipeline by coordinating schedules within the buyer team, considering the expected arrival time of goods.
- Functioned as a stock manager, overseeing leftover stock from campaigns and proposing re-runs in line with department guidelines.
- Followed up with vendors to ensure compliance with production requirements.
- Coordinated with the marketing department on advertising sample photography.
- Ensured timely merchandise delivery through consistent communication with distribution centers and vendors.
- Conducted research on market trends using online sources, customer feedback, and competitor analysis.
- Collaborated with buyers for special events and seasonal promotions, aiming to maintain sufficient product stock and boost sales.

Additional Work Experience

- **Office Administrator** - Cyquent Technology Consultants,
Dubai, UAE
2010-2011
- **Data Analyst**- Accenture Inc.
Makati City, Philippines
2006- 2008