

**NAME:**

MARY GRACE CAVADA SIGUE

**ADDRESS:**

Abu Dhabi, UAE

**MOBILE NO.**

+971 56 206 9887

**Email Address:**

[marygrace.cavada@gmail.com](mailto:marygrace.cavada@gmail.com)

**NATIONALITY:**

Filipino

**SKILLS HIGHLIGHTS:**

- Focused, Hardworking & Reliable
- Ability to pay close attention to people's needs and requirements
- Empathic & motivated
- Good Listener
- Team Leader
- Capable to work under pressure and under stress
- Positive attitude
- Ability to work for long hours

**Computer Skills:**

- MS Office (Word, excel, access, PowerPoint)
- QuickBooks
- Microsoft Outlook
- Web and Social Skills
- Internet navigation

**Languages:**

- English (Expert)
- Filipino (Expert)
- Hindi (Intermediate)
- Malayalam (Intermediate)
- Arabic (Intermediate)

**CAREER OBJECTIVE**

Experienced Administrative/Executive Assistant with a demonstrated history of working in Financial, Banking, Low Current Systems and Construction Industries. Has strong and full of knowledge in Administration, Management, Human Resources, Accounts, Purchase, Documentation and Executive Support.

**WORK EXPERIENCE**

GHANTOOT TRANSPORT & GEN. CONTRACTING LLC  
**PAYROLL OFFICER/ HR ADMIN EXECUTIVE (Civil Division)**  
*November 2019 to Present*

**Description:**

- Prepares salary and wage including staff loans, advance disbursement and the issuance of processing of timecards for 6,000+ employees.
- Preparing leave salary and settlements, End of service settlements - calculating gratuity, unpaid leaves, if any deduction etc.
- Ensure all HR policies are in compliance with UAE labor law.
- Coordinate with insurance agents for employee health insurance.
- Maintain a record for employee absence, annual leave, salary administration, visa processing and residency documentation and other records required by law.
- Prepare management reports.
- Maintain employee files HR System, staff, addition, deletion and modification.
- Monthly payroll preparation with adjustment, OT, absent, commission and other deductions
- Creating payroll in WPS system Calculating overtime, attendance
- Preparing salary certificates for loan, bank account etc.

GHANTOOT TRANSPORT & GEN. CONTRACTING LLC

**ADMINISTRATIVE ASSISTANT (Oil and Gas Division)**

*June 2017 to October 2019*

**Job Description**

- Perform a variety of administrative, human resource and clerical duties necessary to run an organization efficiently.
- Setting, maintain and filling all documents like bid documents, contracts and subcontracts and purchase orders.
- Assist the project accountant by copying invoices for job costing and billing.
- Independently respond to letters and general correspondence.
- Prepare confidential and sensitive documents.
- Coordinates office management activities or any other information requests.
- Order office supplies and research new deals and suppliers.

- Prepare company comparison sheets/quotation and coordinate with suppliers.
- Timely and accurate response to instructions.
- Performs other duties as assigned.



AL AHALIA MONEY EXCHANGE BUREAU (HEAD OFFICE)

**Anti-Money Laundering Assistant (AML Asst.)**

**January 2009 –May 2017**

**Job Description:**

- Identify suspicious activity and transactions as well as verifying customer identification.
- Reporting valid identification information of the customer.
- Manages day-to-day alerts/rejected customer ID's uploaded by the staff. Monitoring customer transactions.

**Corporate Secretary / HR Assistant / Customer Relation Executive**

**October 2008 –December 2008**

**Job Description:**

- Handling recruitment process (job posting, selecting applicant, schedules for interviews.
- Ensures staffs complete all the joining formalities.
- Provide general information regarding employee benefits, office rules, general protocols and general company policies to the new joiner.
- Providing support to committees and working parties such as the Board of Directors in accordance with the approved administration policies, procedures and standard and manage/supervise all the secretarial work.
- Implementing procedural administrative systems.
- Handling correspondence before and after the meetings.
- Managing office space, premises and property.
- Managing contractual arrangements with suppliers/customers.
- Maintaining current awareness about company law.
- Keeping a register of shareholders and liaising with them on behalf of the company.
- Answer telephones and give information to callers, take messages or transfer calls to appropriate individuals.
- Provide fast, excellent and error free remittance services to customers from the published timing of the branch in a very professional way.
- Resolve problems or discrepancies concerning customer's accounts.
- Collect all supporting documents (Master documents for remittances, copies of Trade License, Bank Statement and Withdrawal Slip. Etc.) For the conducted and arrange for keeping them as per the uniform filing system of the company.
- Other duties assigned from time to time by the Branch Manager to ensure the smooth functioning of the branch.
- Performs related works as required by the Manager.

**ACADEMIC QUALIFICATION**

**DEGREE:**

**BACHELOR OF SCIENCE IN INFORMATION MANAGEMENT**

CATANDUANES STATE UNIVERSITY, VIRAC CATANDUANES PHILIPPINES 1998-2002

I hereby declare that the above mentioned information specified is true to the best of my knowledge and belief.

**Further information would be provided as per request.**

**MARY GRACE CAVADA SIGUE**