

MARY GRACE CAVADA SIGUE

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WORK EXPERIENCE

- **PAYROLL OFFICER/ HR ADMIN EXECUTIVE, GHANTOOT TRANSPORT & GEN. CONTRACTING LLC**, Abu dhabi , United Arab Emirates(Nov 2019 to Present)
- **ADMINISTRATIVE ASSISTANT, GHANTOOT TRANSPORT & GEN. CONTRACTING LLC**, , United Arab Emirates(Jun 2017 to Oct 2019)
- **Anti-Money Laundering Assistant , AL AHALIA MONEY EXCHANGE BUREAU**, , United Arab Emirates(Jan 2009 to May 2017)
- **Corporate Secretary / HR Assistant / Customer Relation Executive**, , Philippines(Oct 2008 to Dec 2008)

EDUCATIONAL BACKGROUND

- , , **Bachelor of science** , 2002, Information management

SKILLS

- **ms office**

PERSONAL BACKGROUND

- **Birthday:** - 1987-05-01