



WILLIAM ANSON FACUNDO

My Contact

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📍 TOURIST CLUB ABU DHABI

Hard Skill

- Effective planning
- Organizational skills
- Proficient in oral
- Written communication

Education Background

Institution: San Sebastian College-Recoletos (Cavite City)

Major in Management – March 2003

Graduate of Bachelor of Science in Business Administration

Character References

John Michael Soriano Al Ansari
Exchange LLC Junior Associate
Mobile No. 0561463711

Kirby Uliva Al Fuad Exchange LLC
Junior Associate Mobile No. 052 685 1057

Saleh Al Mansoori Operation Head
Health Care GPS / Somerian Health
Mobile no. 0508008865

About Me

Results oriented, professional seeks key position where I can make use of my quality education and put extensive experience to good use. My leadership qualities can help you in managing the work and attain the company goals effectively.

Result oriented, team player, coaching and leadership development, highly Dependable and trustworthy.

Professional Experience

2021 –2022–part-time SOMERIAN HEALTH under TAMOUH HEALTH CARE LLC

Job Description: Admin

2016 – Present UAE Exchange

Job Description: Junior Associate

Duties and Responsibilities

Handles the sales of Local and Foreign Currencies

Accepts money transfer both local and international

Accepts bank transfer world wide

Helps customers to open new account in their own country

2005 – 2015 M.Lhuillier Financial Services Inc. Job

Description: Branch Manager And Human Resource Assistant (Branch Division)

Accepts, screens and schedules examinations for new applicants.

Welcomes new employees to the organization and conducting orientation.

Provides payroll information by collecting time and attendance records.

Maintains employee information by entering and updating employment and status-change data to be submitted to head office.

Provides secretarial support by entering, formatting and printing information, organizing work, answering telephone, relaying messages, maintaining equipment and supplies.

Maintains employee confidence and protects operation by keeping human resource information confidential.

Maintains quality services by following organization standards.

Contributes to team effort by accomplishing related results as needed.

2003 House Research and Development (HRD) Job Description: Office Staff