



WILLIAM ANSON FACUNDO

My Contact

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📍 Villa 5 Airport road, Abu Dhabi

Hard Skill

- Effective Planning
- Organizing Skills
- Proficient in Oral
- Team Player
- Fast Learner
- Adaptability
- Trustworthy

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

Raja Shujaat Ullah
Operation Manager
Blumont Capital Tower
Mobile no. 0502989651

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.

Professional Experience

2023 – 2024 Blumont Capital Tower

Job Description: Admin / Coordinator / Procurement

Preparing, Organizing and dealing with queries by phone or email

Coordinates and has direct responsibility for a project

Acquires company’s supplies, negotiate, purchase and making sure the product meet company specifications

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

Job Description: Admin

Maintain all the files electronic or physical files

Maintain schedules of the staff

Organize and Coordinate workspace and supplies for all staff

2016 – 2023 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 / Human Resource Assistant (Branch Division)

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)

JobDescription: Office Staff