



Falcon Multi Services Ltd
201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

Personal Information

Candidate id	5030
Name	William Air Langga
Date of Birth	1999-02-18
Salary (in USD)	269/Per Month
Industry	HR
Sub Industry	HR - Recruitment
Nationality	Indonesia
Primary Language	English,
Secondary Language	English,
Total Years of Experience	1

Additional Information

Roles and Responsibilities	Additional Skills/Certification
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The General Affair function plays a vital role in supporting the smooth and effective operation of the organization. This role is responsible for managing non-core business activities related to office operations, facilities, and general administrative services. The General Affair team ensures that the working environment is safe, comfortable, efficient, and well-maintained, allowing employees to focus on their core responsibilities. By coordinating various support services and resources, General Affair acts as a backbone for daily operational continuity and organizational productivity.

Responsibilities:

- Manage and maintain office facilities, buildings, utilities, and company assets to ensure optimal functionality
- Coordinate routine maintenance, repairs, and inspections for office equipment and infrastructure
- Liaise with vendors, contractors, and service providers for procurement, maintenance, and service delivery
- Handle general administrative tasks, including documentation, permits, and office policies
- Ensure workplace cleanliness, safety, security, and compliance with company standards and regulations
- Manage office logistics, transportation, accommodation, and travel arrangements when required
- Monitor and control inventory of office supplies and consumables
- Support internal events, meetings, and corporate activities
- Assist other departments with operational and administrative needs
- Identify opportunities to improve efficiency, cost control, and service quality within general operations

-Occupational Health & Safety Operator -Well Service -IWCF Level 1 Programme -Well Operations Crew Resource Management

Education Summary

Course	University	Passing Year	Country
Petroleum Engineering	STT Migas Balikpapan	2023	Indonesia

Career Summary

Position	Employer	Country	From	To
General Affair	full time	Indonesia	02/2024	10/2024

[To View Contact Number, Kindly drop an email to hr6@falconmsl.com](mailto:hr6@falconmsl.com)