



KURT JOHN BAGWIS SOLTES

PROFILE

Detail & goal-oriented Administrative Assistant. Driven and motivated to help organizations thrive. Skills in prioritizing and completing tasks independently.

EXPERIENCE

AL MARAYA BLDG. AL SATWA, DUBAI
UNITED ARAB EMIRATES
971557896857
johnnywick0613@gmail.com

OFFICE STAFF
NIHAO EXPRESS LOGISTICS CORPORATION
39 RIVERA ST. TANONG MALABON CITY
JUNE, 2024 - MARCH 08, 2025

TASKS

- Encoding and Monitoring of Parking Expense
- Preparation of money reimbursement for parking expense and trip ticket
- Encoding of Reserved Delivery for the next day

ADMINISTRATIVE ASSISTANT/PROPERTY CUSTODIAN
UNIVERSAL CANNING INCORPORATED
DUHAT ST. POTRERO MALABON CITY
FEBRUARY, 2024 - JUNE, 2024

TASKS

- Monitoring of company property
- Preparation of trip ticket and documents needed of the drivers
- Encoding of delivered items

ADMINISTRATIVE STAFF/FRONT DESK OFFICER
CITY GOVERNMENT OF MALABON (BUSINESS PERMIT AND LICENSING OFFICE)
TANONG MALABON CITY
AUGUST, 2021 - OCTOBER, 2023

TASKS

- Receiving and Evaluation of Business Application
- Evaluation of Application and Requirements
- Encoding of data and report generation

CONTACT TRACER
DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT
LONGOS, MALABON CITY
OCTOBER, 2020 - DECEMBER, 2020

- Contacting of Confirmed Covid Patient
- Interviewing and Investigating of Confirmed Covid Patient
- Transporting of Confirmed Covid Patient to Covid Facility

EDUCATION

ARELLANO UNIVERSITY
2015-2022

Bachelor of Science in Tourism
Management

Muzon National High School
2008-2012

Secondary Education

SKILLS & CERTIFICATION

- Computer Literate
- Good Communication Skills
- Problem Solver

