



SHARJAH, UAE  
Visa : Student Visa

## CONTACT

+971545936072  
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## EDUCATION

British University College, UAE

**MBA**  
**Running**

Ritz College of Engineering  
and Management, Nepal

**BBA**  
**2017 - 2022**

## SKILLS

- Excellent Customer Service
- Communication Skills
- Multi-tasking
- Teamwork
- Attention to Detail
- Stress Management
- Problem-Solving Skills

## REFERENCES

BISHAL CHAPAGAIN  
EDU-BRIDGE, AJMAN  
0552061758

## DECLARATION

I hereby declare that all the  
details furnished above are true to  
the best of my knowledge

# RAHUL GUPTA

## Office Assistant | Customer Service

Detail-oriented professional with extensive experience in administrative support, office maintenance, and travel coordination. Skilled in managing office operations, providing exceptional customer service, and ensuring smooth day-to-day functioning. Adept at multitasking and working in fast-paced environments. Seeking a position that utilizes my organizational and customer service skills.

## WORK EXPERIENCE

Gorkha Kingdom. Sunsari Nepal  
2022- 2023

- Handle data entry and update office databases with accuracy.
- Coordinate with vendors for office supplies and maintenance services.
- Performed routine office maintenance tasks, ensuring a clean and organized workspace.
- Supported office staff with photocopying, scanning, and filing documents.
- Delivered documents and messages to various departments promptly.
- Restocked office supplies and monitored inventory levels.

Customer Service Representatives:

**World Best Tours and Travels Pvt. Ltd**

Kathmandu, Nepal  
2022-2023

- Assisted customers with inquiries and resolved issues efficiently.
- Processed rental agreements and ensured accurate data entry.
- Provided information on rental policies, vehicle features, and insurance options.
- Handled payment transactions and maintained records.