



RUPALI GUPTA

rupaliji009@gmail.com 

+971 545804652 

Dubai, UAE 

Dynamic and results-oriented professional with experience in customer service, sales, administration and accounting across diverse industries including manufacturing, healthcare, consultancy and corporate services. Skilled in client relationship management, account handling, documentation, reporting and financial support functions. Proficient in MS Office applications with a strong focus on accuracy, efficiency and customer satisfaction. Recognized for adaptability, teamwork and delivering quality outcomes in fast-paced environments.

SKILLS

Customer Service

Business Development

Client Communication

Service Quality

Sales Support

Time Management

Accounting & Finance

Ledger Review

Complaint Resolution

Documentation

WORK EXPERIENCE

ADMIN CUM ACCOUNTANT
MAXWAY GROUP, DUBAI, UAE
2024 – Present

- Managing daily administrative operations, accounting records, and expense tracking.
- Preparing financial statements, invoices, and reports to ensure compliance and accuracy.
- Supporting management with documentation, filing, and correspondence.
- Handling client communications and coordinating with internal departments.

SALES EXECUTIVE
DGTX TAX CONSULTANCY, DUBAI, UAE
2023 – 2024

- Promoted tax consultancy services and generated new business opportunities.
- Assisted clients with inquiries, service packages, and documentation.
- Maintained client records, follow-ups, and sales reporting.
- Built and sustained strong customer relationships to enhance retention.

CUSTOMER SERVICE EXECUTIVE
FSD MULTISPECIALITY HOSPITAL, LUCKNOW, INDIA
2021 – 2023

- Assisted patients with admission, billing, and service-related queries.
- Coordinated with doctors, nurses, and staff for smooth patient service delivery.
- Handled front office desk, appointments, and documentation.
- Ensured patient satisfaction through professional and empathetic support.

CUSTOMER SERVICE & SALES EXECUTIVE
ALPHA GROUP MANUFACTURING PVT LTD, LUCKNOW, INDIA
2017 – 2019

- Supported sales team in promoting and selling manufacturing products.
- Processed orders, maintained sales records, and assisted clients with queries.
- Handled after-sales service and maintained customer relationships.
- Contributed to achieving sales targets and business growth.

EDUCATION

GRADUATION

POST GRADUATION

CERTIFICATIONS

❖ CCC – Course on Computer Concept

LANGUAGES

English

Hindi

PASSPORT DEATILS

Passport No : V8124580
Date of Issue : 04/04/2022
Date of Expiry : 03/04/2032

REFERENCES

❖ **Roshan Thekkil Sukumaran**
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DECLARATION

Hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of the belief and knowledge.

RUPALI GUPTA