

BIPUL KUMAR

New Delhi | +91 9625253868 | bipulkumar347@gmail.com

PROFESSIONAL SUMMARY

Results-driven Operations and Client Management Professional with over 7 years of experience in Operations Management, Team Leadership, Client Coordination, Maintenance Operations, Documentation Control, Inventory Management, Sales Support, and Business Development. MBA in Finance & Marketing with proven expertise in managing cross-functional teams, coordinating with clients, streamlining operational processes, preparing MIS reports, and ensuring service excellence. Skilled in workforce planning, stakeholder management, operational reporting, and process improvement.

CORE COMPETENCIES

- Operations Management
 - Team Leadership & Workforce Management
 - Client Relationship Management
 - Business Development Support
 - Maintenance Coordination
 - Documentation & Compliance
 - Inventory & Store Management
 - MIS Reporting & Data Analysis
 - Billing & Invoice Support
 - Vendor Coordination
 - Process Improvement
 - Attendance & Payroll Coordination
 - SAP Operations
 - MS Excel, Word & PowerPoint
-

PROFESSIONAL EXPERIENCE

Tulip Compression Pvt. Ltd. – New Delhi

Senior Executive – Team Lead | May 2026 – Present

- Lead and manage engineers and operational staff for maintenance and service activities.
- Coordinate directly with clients regarding operational requirements, service schedules, documentation, and issue resolution.
- Plan workforce deployment and monitor daily operational activities.
- Prepare MIS reports, operational dashboards, and management reports.
- Maintain strong client relationships and ensure high levels of customer satisfaction.
- Coordinate with Stores, Purchase, Finance, and HR departments for smooth operations.
- Monitor inventory requirements, spare utilization, and maintenance documentation.

- Support business development activities through client coordination and proposal support.
- Train and mentor team members to improve productivity and operational efficiency.
- Resolve operational and client-related issues while ensuring timely project completion.

Tulip Energy Pvt. Ltd. – New Delhi

(Vendor of Indraprastha Gas Limited – IGL)

Senior Executive | 2023 – April 2026

- Coordinated with IGL for engine and compressor maintenance schedules and documentation.
- Prepared maintenance reports, service documents, quotations, proposals, presentations, and MIS reports.
- Managed client relationships and supported business development initiatives.
- Prepared operational performance reports and management summaries.
- Coordinated workforce movement, maintenance schedules, and engineer deployment.
- Maintained maintenance records, inventory documentation, and spare usage records.
- Managed billing support documentation and ensured timely submissions.
- Improved operational efficiency through documentation and process improvements.
- Coordinated with stores and purchase departments for material availability.

Junior Executive – CSS | 2019 – 2022

- Assisted in HR documentation and operational coordination.
- Maintained maintenance reports, service records, and operational logs.
- Supported engineers in documentation completion and report submissions.
- Coordinated field operations and administrative activities.

Impacca Management & Consultancy Services LLP – New Delhi

Stock Auditor | 2017 – 2019

- Conducted stock audits across retail stores and warehouses.
- Prepared audit reports, inventory variance reports, and compliance documentation.
- Coordinated with warehouse and store managers to resolve discrepancies.
- Recommended process improvements to strengthen inventory controls and documentation accuracy.

EDUCATION

Master of Business Administration (MBA) – Finance & Marketing

Swami Vivekanand Subharti University | 2023

Bachelor of Commerce (B.Com)

Delhi University | 2020

Class XII

Sarvodaya Bal Vidyalaya | 2017

Class X

Sarvodaya Bal Vidyalaya | 2015

TECHNICAL SKILLS

- SAP
 - ChatGPT & Google Gemini
 - AI-Assisted Business Productivity Tools
 - Prompt Engineering
 - Data Analysis & Reporting
 - Microsoft Excel (Advanced)
 - Microsoft Word & PowerPoint
 - MIS Reporting
 - Inventory Management
 - Documentation Management
-

KEY ACHIEVEMENTS

- Successfully managed client coordination and operational activities for major CNG infrastructure maintenance projects.
- Improved documentation accuracy and workflow efficiency through structured reporting systems.
- Led operational teams to ensure timely execution of maintenance schedules and service activities.
- Supported business growth through strong client engagement and service excellence.
- Utilized AI tools such as ChatGPT and Google Gemini to improve report preparation, business communication, documentation, data analysis, and operational efficiency.
- Reduced time spent on drafting emails, MIS reports, presentations, and documentation through AI-assisted workflows.

- Leveraged AI tools for research, process improvement ideas, and business communication support.
-

PERSONAL DETAILS

Location: New Delhi

Languages Known:

- Hindi
 - English
-

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Bipul Kumar