



# ABHISHEK K. TRIPATHI

**Projects Assistant | Sports Turf-care | Landscaping | Bachelor of Arts | Gorakhpur, IND | abtripathi1996@gmail.com**

**Seasoned project coordinator, turf & landscape operations specialist with expertise in managing project operations, customer interactions, reporting with 6+ years of experience in the region. Well versed with planning, PPM schedules, project coordination, administrative support, govt relations, resource management.**

## PROFESSIONAL EXPERIENCE

JAN 2023 -  
TILL DATE

### PROJECT ASSISTANT, DESERT TURF CARE, DESERT GROUP, BAHRAIN

#### Operations & administration

- Directly dealing with client independently & working closely with the project team in landscape and irrigation maintenance for the sports pitches.
- Involved in overseeing site progress, attend progress meetings, site walks etc. with clients representing the company, ensure project deliverables are met.
- Supervise the overall landscape & irrigation activities of the site, attend to the complaints and rectifications.
- Perform daily inspections and identify problematic areas and ensure rectification.
- Monitor work progress and performance, taking prompt action when needed and reporting any irregularities.
- Ensure appropriate resources are arranged, allocated and managed for completing the site activities.
- Ensure that machinery and equipment are in good operational condition and any repairs or changes to be intimated at the same time.
- Ensure that Pest & Disease control is carried out in accordance with the agreed project plans.
- Assist with procuring good quality materials to maintain highest possible standards.
- Assist with the preparation of BOQs and / or other project documentation.
- Ensure reporting is handled as per the agreed schedules.
- Support operational teams and support team from Head Quarters as and when required.
- Manage employee grievances, time sheets, petty cash etc. as required.
- Facilitate govt relation processes for various operations needs in consultation with authorities.

#### Project Documentation

- Preparing MIS reports
- Invoicing with relevant reports in accordance with BOQ and work orders
- Other project related reports

#### Human Resources

- Monitoring employee records being deputed for the projects.
- Recruitment support
- Employee welfare

DEC 2019 -  
JAN 2023

### LANDSCAPING SUPERVISOR, AL-NABA SERVICES LLC, OMAN

- Supervision of landscape maintenance project including planning and allocation of resources.
- Supervise the project staff on their daily assignments and report progress.
- Attend client meetings representing the company and follow-up project activities.
- Prepare project reports and correspondence for formal submissions.
- Coordinate periodic internal & external communication between various stake holders of the project.
- Manage daily attendance and other administrative support for the project.

SEP 2018-  
OCT 2019

**PRODUCTION CUM SALES ASST, PRABHA NURSERY, MIRZAPUR, IND**

Plant production & sales supervision, stock keeping, communication etc.

**Key Projects: Bahrain - multiple FIFA approved sports pitches & Bahrain Rugby Club  
Oman – multiple LS projects - Sohar Municipality, Royal Court Affairs,  
Sohar Aluminium, Sohar City Center, Muscat Hills & OQ.**

## EDUCATION

2025-2027

**MASTER OF BUSINESS ADMINISTRATION, DDUGU GORAKHPUR UNIVERSITY**

With Finance General (In Process).

2015-2018

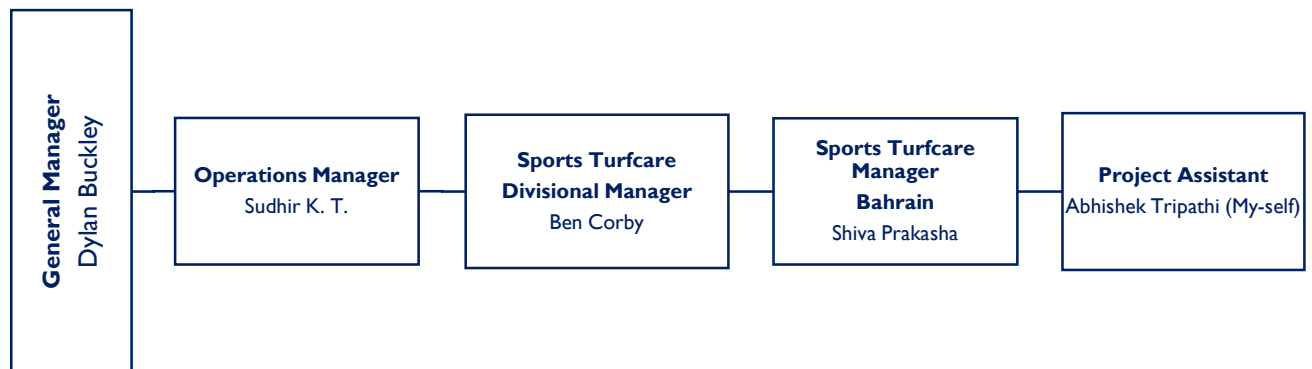
**BACHELOR OF ARTS, DDUGU GORAKHPUR UNIVERSITY**

With Political Science & Ancient History.

2015-2016

**ADVANCED DIPLOMA IN COMPUTER APPLICATION**

## PRESENT ORGANIZATION STRUCTURE/ REPORTING



## REPORTINGS

- TO LINE MANAGER [SPORTS TURFCARE, BAHRAIN
- FINANCE MANAGER, HO

## SKILLS

- Team Leadership
- Construction/Renovation
- Sports turf schedules
- Project Planning & Organization
- Budget Management
- Work in tight deadlines
- Eye for detail
- Reporting

## REFERENCES

- ❖ Mr. Benjamin Leonard (Ex-Line Manager, Sports Turf, Bahrain) - +971 54 755 7689
- ❖ Mr. Leon Pinto (Group HR Head, Desert Group) - +971 55 105 4812
- ❖ Mr. Varghese Mathew (Senior HR Officer, Desert Group) - +971 55 105 4311
- ❖ Mr. Umesh Ganachary (Accountant, Desert Oasis Nursery, Bahrain) - +973 38 970 212

## PERSONAL INFORMATION

Mother's Name	: Mrs. Kavita Devi (House maker)
Father's Name	: Mr. Pradeep Tripathi (small business owner, farmer)
Date of Birth	: 18-11-1998
Gender	: Male
Languages	: Hindi (mother tongue), English & Arabic
Passport Details	: Nr. – S3599119 Date of Issue – 29/01/2019 Expiring on – 28/01/2029
Visa Details	: CPR – 981137741, Expiry – 08/03/2028
Marital Status	: Single
Nationality	: Indian
Native Address	: Vill. – Parsa Buzurg, Post – Uruwa Bazaar District – Gorakhpur 273407, U. P.

Thanking You

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Abhishek Kumar Tripathi