

## **MATHEW JOSEPH**

New Delhi

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### **CAREER OBJECTIVE:**

To seek a challenging and rewarding position to utilise my education and experience to achieve positive results, while providing opportunities for career development and advancement.

### **STRENGTHS:**

- Multifaceted with knowledge and experience in diverse domains.
- Quick to accept and adapt to new responsibilities.
- Motivated and enthusiastic with sound problem solving abilities.
- Good organisational skills with attention to details.
- Team player and can work with little or no supervision.

### **WORK EXPERIENCE:**

Working with M/s. SAS Motors Limited, New Delhi, since April 2007 in various positions and roles (Technical Development Officer/Manager-Technical/IT Manager/EXIM Manager/EA to MD). The company, started in '05 has introduced a low cost sub-One lakh no frill tractor fuel-efficient tractor under the brand name 'Angad'.

Have been working directly under the supervision of the managing director (owner) and reporting to him. The work profile and experience is not strictly limited to the activities mentioned below:

#### **Technical Agricultural Engineering Activities:**

- Reporting to Executive Vice President & Managing Director.
- Coordination between in-house design engineering team and testing Agencies.
- Filling-up of Confidential Test/Commercial Test/Homologation forms of Agricultural Tractors, Power Tillers, Mini Tillers/Power Weeders at NRFMTTI, Hisar, CFMTTI, Budni, IIT Kharagpur and SRFMTTI, Anantapur and iCAT, Manesar.
- Coordination of Confidential Test/Commercial Test/Homologation tests for Tractor, Power Tiller, Mini Tillers/Power Weeders and Genset application at NRFMTTI, Hisar, CFMTTI, Budni, IIT Kharagpur and SRFMTTI, Anantapur and iCAT, Manesar.
- Field testing of the company's products and creation of their demonstration videos.
- Preparation of Spare Part Manuals, Operations & Maintenance Instruction Manual for new products being sent for homologation and commercial tests based on the initial inputs received from vendors.
- Worked on preparation and sourcing of publicity materials like leaflets, posters and banners.
- Listing of company's products on various Govt. Of India portals like, agrimachinery.nic.in for subsidy approval.

- Worked on tie-ups with IFFCO, DSCL Hariyali Kisaan Bazaar, Banks, SHGs & Micro-Finance Agencies etc.

#### **Sourcing/EXIM Related Activities:**

- Coordination and communications with the Chinese subsidiary of SAS Motors Limited, and other China PRC based suppliers of components like engines, gearbox, and Sheet Metal parts.
- New product research and identifying suitable vendors in the overseas markets especially China PRC.
- Communication with overseas vendors for price and payment terms negotiations and obtaining proforma invoice from overseas vendors.
- Communication with Freight Forwarders/CHA/Courier Companies (DHL, FedEx)
- Upon order confirmation, coordination with Freight Forwarders/Custom House Agents (CHA) for the booking of containers and getting machine components or complete machines in SKD/CKD/CBU units from China.
- Updation of Import-Export Code (IEC) of SAS Motors Limited on DGFT.com.
- Making Udhayam Aadhaar and Udyog Aadhaar applications online.
- Arranging/Preparation of documents for custom clearance of the imported goods in coordination with designated CHA as regular imports and at times on High Sea Sales basis.
- Preparation of eWaybill.
- Maintain Import Register.

#### **IT Related Activities:**

- Manage administrative and technical aspects of company's corporate emails (Yahoo hosted), domains, and website hosting plans and their timely renewals and monthly/yearly fees payments.
- Creation of new websites (www.sasmotors.net (WordPress Hosted on Yahoo)), social media pages and YouTube channels, and the maintenance and updation of thereof.
- Creation of new corporate email account IDs (Yahoo hosted), and responsible for their backups, and the maintenance and updation of thereof.
- Keeping secure and safekeeping of all login passwords, software licences.
- Setting up new PC/Laptops, Printers, Projectors, Wi-Fi and LAN within the office.
- IT hardware purchase from online portals and IT vendors.
- Coordinating the repair of IT hardware under warranty claims and otherwise.
- Purchase of Software Licences and manage their timely renewal.
- Organic Search Engine Optimisation of Company's websites and maintaining the digital presence of the web through YouTube, Facebook, Twitter, TikTok etc.

#### **Executive Assistant Related Activities:**

- Taking dictation of important communications and legal matters.
- Make posting on MD's social media channels.

- Managing both domestic and overseas travel arrangements (passport, visa, tickets hotel bookings etc.). Initially, we were using travel agents for travel arrangements. However, most of these activities were being managed in-house lately using portals like Expedia.com, Booking.com, MakeMyTrip.com.
- Manpower recruitment by posting job vacancies on portals like Naukri.com, MonsterJobs.com.
- Shortlisting and lining up the interviews.
- Issuance of offer letter, appointment letter and completing new employee onboarding process.
- Preparation of product price list for company's dealers and distributors.

**Further being a part of MD's office, I was very much involved in the day-to-day activities of M/s SAS Cashmere Private Limited (Formerly SAS International) since January 2008, another business entity of our MD/Owner.** This company owns a fully vertically integrated textile mill specialising in Cashmere (Pashmina) based products and owns the brands Pashma, Petanu and BaliHai by Pashma. It is involved in both private label and branded manufacturing of high-fashion luxury women's clothing and accessories of cashmere and blends thereof.

Have been working directly under the supervision of the managing director (owner) and reporting to him. The work profile and experience is not strictly limited to the activities mentioned below:

#### **IT & eCommerce Related Activities:**

- All activities mentioned under the IT Related Activities section of M/s. SAS Motors Limited. However, the email service provider is Google in case of M/s SAS Cashmere Private Limited.
- Additionally, creation of new websites (www.balihaibypashma.com (Shopify) and www.thecashmeremill.com (GoDaddy)), social media pages and YouTube channels, and the maintenance and updation of thereof.
- Organic Search Engine Optimisation of Company's websites and presence on the web through YouTube channel.

#### **Sourcing Related Activities:**

- Sourcing of various types of textile fibres (Cotton, Bamboo, Silk, PVA, Cashmere), yarns (Bamboo, PVA, Cashmere), and fabrics (Cashmere, Bamboo) from both domestic and overseas vendors.
- New vendor research and identifying suitable vendors in both domestic and overseas markets.
- Communication with vendors for price and payment terms negotiations and obtaining proforma invoice from vendors.
- Follow-up for timely dispatch and delivery.

**EXIM Related Activities:**

- All activities mentioned under the EXIM Related Activities section of M/s. SAS Motors Limited.
- Additionally, Filing of the Export Promotion Council (AEPC) yearly membership renewal application.
- Filing of Star Export House Certificate renewal application on DGFT portal.
- Filing of FPS, MEIS, RoSCTL, COO applications.
- Filling of application for issuance of Annual Authorisations and Advance Authorisations.
- Preparation of Export Obligation Discharge Certificate (EODC) application documents.

**Executive Assistant Related Activities:**

- All activities mentioned under the Executive Assistant Related Activities section of M/s. SAS Motors Limited.
- In addition, I have created and managed the job postings on DaiJob.com (Japanese), Bayt.com (UAE), Indeed.com (USA).
- Lined up candidates for face-to-face interviews in Florence & Milan, Italy and New York, USA while coordinating from India.

**EDUCATION:**

- M. Tech. (Agricultural Engineering) - Allahabad Agricultural Institute-Deemed University, Allahabad
- B. Tech. (Agricultural Engineering) - Allahabad Agricultural Institute-Deemed University, Allahabad
- 12th standard (CBSE), Delhi
- 10th standard (CBSE), Delhi

**PROJECTS UNDERTAKEN:**

- Development and Performance Evaluation of Manual Guava Harvester
- Utilisation Pattern of Agricultural Tractors in Allahabad district, UP.

**TRAININGS UNDERGONE:**

- Social Network Manager, October 2014, Adianta School, New Delhi.
- The Fundamentals of Digital Marketing, Google Digital Unlocked/The Open University, November 2021.
- Power Searching with Google, edX, November 2021.
- Waze Ads Fundamentals, Google Digital Unlocked, November 2021.
- Advanced Search Engine Optimization Certification Program, Simplilearn, February 2022.
- Advanced Email Marketing Course, Simplilearn, February 2022.
- Introduction to Project Management, Simplilearn, February 2022.
- Digital Marketing 101, Simplilearn, February 2022.

- Complete Google AdWords Professional, Simplilearn, Mar 2022.
- Advanced Social Media Certification Program, Simplilearn, March 2022.
- Introduction to Paid Media Marketing, Simplilearn, March 2022.
- Google Analytics, Simplilearn, March 2022
- Advanced Pay Per Click (PPC) Certification, Simplilearn, March 2022.
- One month training in "Tractor and Agricultural Machinery " at Central Farm Machinery Training and Testing Institute (CFMTTI), Budni during June 2002.
- One month training in AutoCAD & 3D Studio Max at SISI, Allahabad, March, 2005
- One-Day Awareness Program on Intellectual Property Rights, 3rd December, 2004 held at AAI-DU, Allahabad.

## **COMPUTER & IT SKILLS:**

- Microsoft Office Suite and Google Office Suite
- Hands-on experience of setting up and managing Google Workspace/Docs.
- Hands on experience of setting up and managing Google Analytics, Google AdWords, Google Search Central consoles.
- Working knowledge of Adobe Photoshop, GIMP & CorelDraw
- Working knowledge of Video Editing Software such as Magix Pro, DaVinci Resolve and OBS Studio.
- Hands on working knowledge of creating and managing eCommerce websites on Shopify platform and corporate website on WordPress and GoDaddy Hosting Platforms.
- Hands on experience of registration, listing and onboarding on various online marketplaces like Amazon.in, Amazon.com, Flipkart.com, IndustryBuying.com etc.
- Can setup and manage LAN, WiFi, Printers, Scanners, FAX & PC etc. in a small office setup.
- Well versed with Windows 11, 10, 8 and Windows 7 and Apple Mac Operating System
- Basic knowledge of SPSS, MATLAB & AutoCAD.

## **LANGUAGES:**

English	:	Speak/Read/Write
Hindi	:	Speak/Read/Write
Malayalam	:	Speak/Read

## **PERSONAL INFORMATION:**

Date of Birth	:	May 1, 1980
Gender	:	Male
Nationality	:	Indian
Passport No. & Validity	:	M9393122 & 30th April 2025

**Mathew Joseph**

New Delhi

15.03.2022