

RIJO JOSEPH

BUSINESS ADMINISTRATOR



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+91-9913421963



AREAS OF EXPERTISE

- Communication Skills.
- HR generalist
- Technology Skills.
- Attention to Detail.
- Written Skills.
- Time Management.
- Problem Solving.
- Government liasoning
- Customer Handling
- Estimation of body repairs and services
- Troubleshooting
- Knowledge of automotive spare parts and repairs

Software Skills

- SAP
- AutoCAD
- MS office

Work Experience

Business Administrator & MEW Coordinator

Alghanim Engineering- Kuwait Apr-2019 to Mar-2023

As a Business Administrator and MEW Coordinator, I have a proven track record of success in the HVAC industry. In my role, I have taken charge of various responsibilities, which include:

- Preparing HVAC Schedules and Variation Orders: I am responsible for developing detailed HVAC schedules that ensure projects are completed on time and within budget. I also handle variation orders for clients, ensuring that all relevant documents are submitted to the Ministry of Electricity and Water for approval.
- Documenting the Commissioning Department: I maintain meticulous records and schedules for the commissioning department, which includes handling petty cash and creating work flow schedules. This helps ensure that projects are completed in a timely and efficient manner.
- Managing Timesheets and Overtime: I oversee the timesheets of all technicians and draftsmen, ensuring that they are accurately recorded and maintained. Additionally, I manage their overtime hours, ensuring that they are compensated fairly for their work.
- Procuring Materials for Projects: I am responsible for managing material procurement for each project using purchase orders in SAP. This includes identifying the required materials, placing orders, and tracking delivery schedules to ensure that projects proceed without delay.
- Creating Commissioning Requests: I develop commissioning requests for new projects, allocating the appropriate technicians to ensure that projects are completed to the highest standards. This involves working closely with other departments to ensure that all necessary resources are available.

My expertise in these areas has allowed me to develop a deep understanding of the HVAC industry and the unique challenges it presents. My attention to detail, strong organizational skills, and ability to manage multiple tasks simultaneously have enabled me to excel in this role and deliver outstanding results. I am always eager to take on new challenges and to contribute to the success of a dynamic organization.

BODYSHOP ADVISOR

Sharma Hyundai- A firm that deals in sales and after-sales of Hyundai vehicle in Ahmedabad, India
Sept2017 – Jan2019

- Communicated professionally and tactfully with clients as a Bodyshop Advisor at Sharma Hyundai.
- Provided accurate and helpful information to customers, analyzed and wrote reports, and handled problems to facilitate successful outcomes.
- Possessed a comprehensive knowledge of product installation activities and a working knowledge of the activities, methods, procedures, and policies of a Service Department environment.
- Had a general knowledge of products, installation schedules, product prices, and current sale items, which allowed me to provide valuable guidance to customers.
- Contributed to the overall success of the sales and after-sales operations at Sharma Hyundai.

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Project Undertaken

TITLE: ENERGY HARVESTING
SHOCK ABSORBER

DESCRIPTION: Uses the
shocks or jerk absorbed by the
shock absorber into useful
electricity.

STATUS: Completed.

Internship

During my internship with TVS
& Sons (Mahindra), Kottayam, I
gained hands-on experience as
an Auto Repair Technician.
Some of my responsibilities
included performing routine
maintenance and repair work
on Mahindra vehicles,
diagnosing and
troubleshooting problems, and
working collaboratively with
other technicians to ensure
timely completion of repair
projects.

Work Experience

Warranty In-charge

Concept Hyundai Motors - A firm that deals in sales and after-sales of
Hyundai vehicle in Ahmedabad, India
June 2016- July 2017

- Worked as a Warranty In Charge at Concept Hyundai Motors,
where I reviewed repair orders and determined warranty coverage
for Hyundai vehicles.
- Communicated with the manufacturer on behalf of the dealership
and ensured that paperwork was completed properly and repair
procedures were followed.
- Maintained a strong relationship with Service Consultants,
Foremen, and Service Managers to ensure timely and efficient
processing of warranty claims.
- Was responsible for following manufacturer guidelines as they
applied to claims processing to ensure compliance with all
applicable regulations.
- Contributed to the overall success of the sales and after-sales
operations at Concept Hyundai Motors.

Educational History

Bachelor of Engineering
Institution: Government Engineering College, Modasa .
Field: Automobile
Year of Graduation: 2016

Higher Secondary School
St. Mary's School, Naroda
Year of Graduation: 2012

Secondary School
St. Mary's School, Naroda
Year of Graduation: 2010