

ANTONY JOSE (Resume/ C.V) March 09, 2021

Sabail region / Badamdar / E. Nezerov street, Building 9, Apt. 80 / AZ1021 - Baku / Azerbaijan

Languages known: English, Hindi/Urdu, Russian, Azerbaijani (basic) and Malayalam.

E-Mail : antony.jose@khazar.org

EDUCATION

| | | | |
|--|---|------------------------|--------------------|
| MBA (<i>Marketing</i>) | Bharathiar University- <i>Coimbatore</i> | Tamilnadu State-India | 1996 - 1998 |
| Bachelor of Commerce (<i>Cost Accounting</i>) | Mahathma Gandhi University - <i>Kottayam</i> | Kerala State - India | 1991 - 1994 |
| Pre-University | RLS College - <i>Belgaum</i> | Karnataka State, India | 1988 -1990 |

WORK EXPERIENCE (in brief) (details on pages 3- 7)

NGO Experience (17 YEARS)

Program Director

ADRA AFGHANISTAN

June 2017-Oct.2019

Proposals Development Consultant

(NHE) Norwegian Humanitarian Enterprise

Apr' 2013 – Nov' 2014

I.T & Reporting Consultant

ADRA AZERBAIJAN

June 2013 – May 2017

Proposal and Programs Development Consultant

Sept' 2012 – May, 2013

Business Plan Development Consultant

AZNORAGRO LLC

December 2016

Program Director

(Kyrgyzstan) – ADRA CENTRAL ASIA

August 2012

Country Director

ADRA AZERBAIJAN

Aug' 2007 – July 2012

Assistant Country Director for Finances

Sept' 2006 - July 2007

Monitoring and Evaluation Officer (all projects) – 2 yrs

Sept' 2004 -Aug' 2006

Assistant to Project Director (Agjebedi Vocational Training Center) - 2 yrs

Oct' 2002 – Aug' 2004

Education Experience - Instructor (5 + years cumulative)

Khazar University (School of Economics and Management)

Baku, AZERBAIJAN

Organizational Behavior – UG

Spring 2021 -

Operations Management & Organizational Behavior – MBA

Spring 2017

Leadership – UG

Spring & Fall 2016

Organizational Behavior – MBA & UG

Fall 2015, Spring- Fall 2016

Operations Management –UG & MBA)

Jan 2015 – May'15 & Fall 2016

Fundamentals of Management – Under Graduate - UG Fall 2012, Spring of 2013, 2014 & 2016

Sales and Marketing (2 YEARS cumulative)

LKP Trawell (Junior Corporate Sales Executive) Jan' 2002-April 2002

Mumbai, INDIA

Priyaraj Electronics Ltd. (Sales Officer) Aug' 2001- Oct' 2001

Bangalore, INDIA

AL Jaded Caspian International (Marketing Executive) June '99 – July'00

Baku, AZERBAIJAN

Pepsi Co. (Marketing Executive Trainee) April 1999 - May 1999

Mumbai, INDIA

ESCOTEL Mobile Ltd. (Marketing Executive Trainee) July 1998-Aug' 1998

Cochin, INDIA

INDEPENDENT RESEARCH Experience

AZERBAIJAN & AFGHANISTAN

(Hydro-electric Implosion, Gravitational Water Vortex MHP and Air Turbine)

2010-2020

What Interests me: Incredible Life & Nature – Simplicity in Solutions - Research in Renewable Energy (Air, Wind and Hydro-Implosion) - Climate Change - Innovation in Business & Agriculture – Education & Empowerment - Origins - Histor

Other Experience and Training

- Co-conducted a Project Development & Planning workshop for NGO and Micro-Finance Bank staff* **Baku, Azerbaijan
May, 2014**
- Proposal development/writing for local NGOs* **Baku, Azerbaijan**
- i. USAID-sponsored DIV 2-year project – renewable energy and fish farming)* **July 2013**
- ii. SFDI-IBRD sponsored 39-months project involving Income Generation for IDPs.* **September 2012**
- Worked as lead evaluator in conducting & composing the final evaluation report for NHE's 5-year Agricultural Business Development Project covering 4 regions (Sheki, Oguz, Qax and Qebele)* **Azerbaijan
Dec'12 - Jan'13**
- Conducted a Management training workshop spread over 4 weeks (For working youth and students in co-operation with Young Business Factory LLC)* **Baku, Azerbaijan
Oct. – Nov. 2013**
- Keynote presentation on Renewable Energy at the ADRA European Forum (involving research on nature-based implosion)* **Friedensau University, Germany
September 2011**
- Participated in a USAID-funded Leadership Development Program* **Kathmandu, Nepal
November 2006**
- Attended a few ADRA Professional Leadership Institute (APLI) sessions co-ordinated by ADRA International (Fund-raising, Financial Management, Leadership, Emergency Response)* **Nairobi, Kenya
2007 - 2009**
- Providing I.T management solutions at an academic business center* **Baku, Azerbaijan
Aug 2013 – June 2017**
- Volunteer - Resource Center Project Planning ABPA (Azerbaijan Blind Persons Association)* **Baku, Azerbaijan
Nov' 2014 – Jan'2015**
- Served as Advisory Board chair of Norwegian Humanitarian Enterprise (www.nhe-az.org)* **Baku, Azerbaijan
April 2013 – Nov. 2014**
- Conducted a 3-day training session on Monitoring and Evaluation (for NHE Azerbaijan staff)* **Baku, Azerbaijan
April, 2013**
- Attended a USAID-funded ADRA Food for Progress program M&E training session during program start-up* **Kigali, Rwanda
February, 2005**
- Worked as an Internee under a Certified Public Accountant (CPA)* **Cochin, India
Aug' 1994 - July 1995**

Work Experience details

ADRA

Deemed Project Manager (Renewable Energy Pilot Project)

AFGHANISTAN

Oct. 2018- October 2019

Job Summary: This job involved concept formation, design, development, proposal writing, budgeting and technically overseeing implementation of a privately funded hydro-electric and wind energy pilot project. This involved designing of a gravitational water vortex system (5 kW.hr and 20kW.hr) and design, development of a low-pressure air/wind turbine system (3kW.hr) without the need for storage.

ADRA

Program Director

AFGHANISTAN

June 2017- February 2020

Job Summary: The Programs Director oversees the implementation of the strategic, program planning and development (including project proposal writing and budgeting), program implementation, monitoring and evaluation, technical support, human resource management/ development, and networking/partnership building activities for ADRA Afghanistan.

NHE (Norwegian Humanitarian Enterprise)

Consultant - Proposals development

Baku, Azerbaijan
April 2013 – Nov'2014

Key Focus Areas: Disability and Youth, Economic Development, New Ideas Development (Aquaponics)

Responsibilities:

- Convene and facilitate strategic and operational planning for NHE and its projects on an annual and as needed basis.
- Research and pursue new funding opportunities among both traditional (e.g. government agencies and foundations) and non-traditional (e.g. business and private sector) donors.
- Develop new funding proposals in consultation with project and partners' directors.
- Draft or revise project progress reports in consultation with project directors and submit reports as required.
- Development and implement a NHE monitoring and evaluation system for all projects and its partners, where applicable.
- Assist in review, development and maintenance of NHE website www.nhe-az.org
- Provide technical and managerial support for key program personnel in program development, implementation and program/projects evaluation.
- Work with Supervisory Project Teams (SPT) members of all projects to develop their capacity and ability to understand the issues involved in the effective governance of projects both strategically and sustainably.

ADRA

Consultant - Programs Development

Azerbaijan
Aug' 2012 – May 2013

Responsibilities:

- Research and pursue new funding opportunities among both traditional (e.g. government agencies and foundations) and non-traditional (e.g. business and private sector) donors.
- Develop new funding proposals in consultation with project and sectoral directors. Negotiate with donors as required to secure funding.
- Draft or revise project progress reports in consultation with project directors and submit reports as required
- Assist in maintenance of ADRA Azerbaijan website.
- Assist ADRA Azerbaijan and the ADRA international network on specific projects as requested.

ADRA*Country Director*Responsibilities:

- Responsible for overall administration of ADRA's component of a USAID-funded ACQUIRE Health project between 2007-2009.
- Also responsible for overall administration of the following :
 - Research and development of a pilot research project on development of a renewable energy hydro-turbine involving nature-based implosion eco-technology.
<http://www.youtube.com/watch?v=QfqoZmY9oWA> – ADRA film in English
<http://www.youtube.com/watch?v=BWSpvjuC33I> – ADRA film in Russian
http://www.youtube.com/watch?v=yg-MP_wXsPE – ADRA film in Azerbaijani)
 - US government (USDA)-funded Agriculture and Reforestation projects (2007-2011).
 - Pilot Project involving Milk Value Chain Development (2010-2011)
 - Vocational Training Center in Agjebedi rayon.
- Networking with international donors and local government agencies
- Search for and development of new innovative project ideas and its translation into realistic projects funded by external donors.
- Oversee Human Resources and Finance department's administration.
- Responsible for I.T management and website development within the organization www.adra.org.az (Joomla)
- Proposal development (including budgeting)

Azerbaijan**Aug' 2007 – July 2012****ADRA***Assistant Country Director for Finances*Responsibilities:

- Responsible for producing Monthly Financial Statements and Reports as needed.
- Distributing Reports to ADRA Azerbaijan Board, Donors and ADRA International.
- Implement financial control systems
- Implement financial transactions authorized by the Board
- Supervise and empower Finance department staff for prompt entry of information and accurate records
- Work closely with the Country Director and Project Directors in financial matters.
- Strategic budgeting and cash flow planning.
- Initiatives related to Procurement and Information Technology.
- Budget and Asset Management for Projects and Administration.
- Lead and empower the finance department to perform efficiently in their individual jobs and responsibilities.
- Delegate appropriately to employees and allow for ownership of tasks.
- Perform other duties as assigned and deemed appropriate by the Country Director.

Baku, Azerbaijan**Sept' 2006 - July 2007****ADRA***Monitoring and Evaluation Officer (all projects)*Responsibilities:

R1- Coordinate the design/development of and M&E framework for ADRA Azerbaijan's program activities.

Baku, Azerbaijan**Sept' 2004 – Aug' 2006**

- Work with Project Directors and other staff to review and revise program log frames and establish indicators.
- Develop the overall plan of implementation which is acceptable to the donors and Programs Director.
- Review Program indicators and integrate into the M&E plan.

R2 – Assist Programs Director in information assimilation and preparation with regards to proposal writing.

R3 – Coordinate Baseline Surveys, Mid-term and Final Evaluation

- With support of program management develop the baseline, sample size and system of data collection and analysis.
- Prepare and estimate on the time and expense involved in implementing surveys and evaluations.

R4 – Train field staff in all the fundamentals of Monitoring and Evaluation, survey techniques and baseline implementation.

R5 - Provide staff development support (training) to programs staff, when requested.

R6 – Implement M&E system

- Provide recommendations for how, where, and by whom data collection, analysis and review will be done.
- Provide recommendations for needed computer hardware and software.
- Ensure appropriate technical training on computer utilization for necessary staff, as appropriate.

ADRA Azerbaijan

Assistant to Project Director (Agjebedi Vocational Training Center)

**Agjebedi Region
Oct' 2002–Aug' 2004**

Responsibilities:

- §□ Support the Project Director in all aspects of the program.
- §□ Preparation of all reports required by the Project Director.
- §□ Part-time teaching (Conversational English and Basics in computers).
- §□ Provide support for other programs under the Project Director's supervision.

LKP TRAWELL

Junior Sales Executive (Corporate Sales)

**Mumbai, India
Jan' 2002 - April 2002**

PRIYARAJ ELECTRONICS LTD. (PREETEL)

Sales Officer

**Bangalore, India
Aug' 2001 - October 2001**

This was a short term assignment based in the state of Kerala. The job profile included studying the market for Push-Button telephones and locating a distributor for the same.

The company (an ISO 9001 Company) was one of the country's largest manufacturers of Electronic Push Button Telephones (PREETEL brand) and is one of the largest suppliers to the Department of Telecommunications of India.

AL JADEED CASPIAN INTERNATIONAL

(A subsidiary of Al Maya Lal's Group, Dubai, UAE)

Marketing Executive and Sales Coordinator

**Baku, Azerbaijan
June 1999 - July 2000**

The company was involved in the distribution and marketing of world-renowned brands in over 1300 outlets in Azerbaijan on an exclusive basis. Brands handled were:

- Gillette
- Perrier - Vittel

- Reckitt and Colman
- Phillips (Home Appliances)
- L' Oreal, Johnson & Johnson (Baby Care)
- LIFESCAN (A Johnson & Johnson Company.)

Responsibilities Included:

- Independent charge of managing brands L'Oreal and LIFESCAN
- Managing a frontline selling team to ensure effective distribution of products involved.
- Sales forecasting and order booking.
- Interaction with principals on various market related issues.
- Liaison with advertising agencies for advertisements and promotions.
- Credit control

PEPSI CO. INDIA

Marketing Executive (Trainee)

Mumbai, India
April 1999 - May 1999

Job Responsibilities Included:

- § Supervision of sales personnel
- § Managing local distributors
- § Direct interaction with customers to ensure smooth functioning and distribution on a day-to-day basis.

ESCOTEL MOBILE COMMUNICATIONS LTD.

Marketing Executive (Trainee)

Cochin, India
July 1998 - August 1998

Functions:

Corporate Sales

Direct Selling

Handling Customers' complaints on the field.