

# Rajeev Poonia

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## Job Objective

- Seeking assignments in **Customer Relationship, Supply Chain**, Collections and Coordination with a growth organization: Preferably in Petrochemical Industry.

## Organisational Exposure

- **Current Employer:** (From Dec 2014 to as on Date)
- **KLJ Resources Limited- Moti Nagar, New Delhi - 110015**

### (Role & Responsibility)

- **Communicating with Customers** regarding Purchase Order, Loading Schedule, License & PDC's
- **Coordination with Custom House Agent (CHA)** for E Check list Confirmation, **Ex Bond -Bill of Entry** filling and clearance the material in **Transfer of Ownership sale** at Kandla, Mundra & Hazira Port (Gujarat) & Mumbai Port.
- **Coordinating** with Commercial & Import Team regarding arranging Bond Transfer Documents, Delivery Orders & Dispatch the material & Availability of material.
- **Co-ordinate with customers** for on time delivery of material in Delivered basis order's & arranging Tanker to dispatch the material.
- **Communicating with Customers** for Tracking Overdue/Outstanding Payments of Clean Credit Customers.
- **Coordination with Account Department** regarding Customers Payments Adjustments & refund of Cr. Balance & Ledger reconciliation.
- Maintain **Order Booking Report, Pending Dispatch** & Overdue Payments Report in Every day basis.
- **Sourcing material from local Market**(Sending Quotation, Raising PO, Dispatch & Invoice following up)

- **Era Infra Engineering Limited- Noida** (July 2012 to Dec. 2014)
- **Designation – Assistant – Logistics**

### (Role & Responsibility)

- Coordinating with Plant Team regarding Inventory in Hand.
- Monitor & adjust plans to settlement of slow moving inventory.
- Sharing the Delivery schedules with another units.

### Academic Credentials

- PGDM, ERA Business School,2010-12
- BBA, Rajasthan University,2009-10

### Professional Qualification

- Dale Carnegie Certificate Program in Corporate Excellence

### International Exposure

- Hong Kong & China, industrial and educational tour, 5 Days
- Attended International conferences, Hong Kong
- Meetings with professors, Hong Kong Universities
- Shenzhen (China) local markets

### Personal Details

Father's Name : Ram Niwas Poonia  
Marital Status : Married  
Date of Birth : Sep.01, 1989  
Address : 263A/21, Onkar Nagar B Tri Nagar, New Delhi-110035

#### Declaration:

I hereby declare that all the details given above are entirely true and best of my knowledge and belief.

Date : 04/01/2023

Place : New Delhi