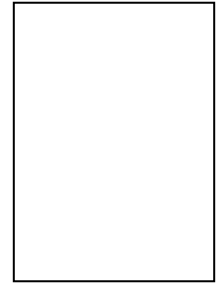


# **RESUME**

## **AKBAR SOLANKI** **Document Controller**



**Mob. No: +971 564865123**

**WhatsApp: +91 8209705354**

**Email ID: [akbarsolankinew34@gmail.com](mailto:akbarsolankinew34@gmail.com)**

**Linkedin ID: <https://www.linkedin.com/in/akbar-solanki-1a137028a>**

**Current Address: *Jabal Ali, UAE***

---

### **Professional Career Objective: -**

- To work in an environment which offer a good opportunity to share my 14 Years' Experience and skills with other and participate myself and work towards for a complete satisfaction of the company.

### **Educational & Technical Qualifications: -**

- Bachelor of Commerce (B.com) from Maharaja Ganga Singh University (MGSU) in Year 2007
- Diploma in Computer Application
- Tally 9.0
- Dispatch System

### **Certificates from Great Learning Academy: -**

- Human Resource Management
- Sales management
- Customer relationship management
- Project management
- Operation management
- Supply chain management
- Introduction to ethical hacking
- Introduction to google analytics 4
- Smart English basics for professionals
- Effective communication course

**Total Experience: -****14 + Years' Experience**

- |                  |   |                            |
|------------------|---|----------------------------|
| ❖ Employer       | : | Al Rashid Abetong Co. Ltd. |
| ❖ Location       | : | Saudi Arabia               |
| ❖ Position       | : | Sr. Document Controller    |
| ❖ Period of work | : | Year 2012 to 2023          |
|                  |   |                            |
| ❖ Employer       | : | Indane Gas Service Ltd.    |
| ❖ Location       | : | India                      |
| ❖ Position       | : | Manager                    |
| ❖ Period of work | : | Year 2008 to 2010          |
|                  |   |                            |
| ❖ Employer       | : | S. B. Golden Marble Export |
| ❖ Location       | : | India                      |
| ❖ Position       | : | Office Assistant           |
| ❖ Period of work | : | Year 2007 to 2008          |

**Duties & responsibilities: -**

- Creating and Submitting Reports for total erection
- Equipment status report for the project
- Submission of erection summaries
- Managing of closing of villas and foundation of screed reports
- Monitoring of undelivered elements
- Progress reports for projects
- Reports for rented equipment hours
- Records of company and rented equipment at the project
- Submission of inventory reports
- Updating total manpower at the project
- Creating Delivery schedule for erection elements
- Reports for all IT assets at the project
- Submission of casting and crane status reports
- Updating delivered elements on dispatch system
- Creation of expenses reports
- Handling various type of correspondence including letters & memo
- Managing project related emails
- Preparation & Submitting all kind of daily, weekly & Monthly reports.
- Copy, scan and store documents
- Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement
- Prepare ad-hoc reports on projects as needed










**Projects Completed in Al Rashid Abetong Co. Ltd. KSA : -**

<i>SN</i>	<i>Proj. #</i>	<i>Project Name with Location</i>
1	622	KSU Staff Accommodation Phase-3 - Riyadh
2	631	KSU Club House - Riyadh
3	737	KSU Stadium - Riyadh
4	748	SIPCHEM - Jubail
5	766	Yanbu Community Center - Yanbu
6	768	RC Housing Type A1 - Jubail
7	797	ITCC Boundary Wall - Riyadh
8	915	Jarir Bookstore - Madinah
9	962	Jarir Bookstore Andalus Building - Jeddah
10	1025	Technical Institute - Rabigh
11	1054	Sabic Al mutrafiah Housing Project - Jubail
12	1111	Border Compound – Al Khobar
13	1154	Yanbu Housing Project - Yanbu
14	1155	Boundary Wall for YHP - Yanbu
15	1214	Water Transmission Project - Jubail
16	1199	New Satellite water transmission system electrical plant – Al Haqal
17	1087	IPSO Building - Madinah
18	1208	RABWA Heights - Riyadh

**Achievement: -**

- Employee of the Year 2014 at Al Rashid Abetong Co. Ltd. KSA.

**Personal Details: -**

 Name	: Akbar Solanki
 Father Name	: Usman Solanki
 Marital Status	: Married
 Date of Birth	: 15-12-1980
 Languages Known	: English, Hindi, Arabic
 Sex	: Male
 Religion	: Islam
 Nationality	: Indian
 Interests	: Astronomy, Human Behavior

**Passport Details**

- *Passport No.* : *S4659216*
- *Date of Issue* : *17-04-2018*
- *Date of Expiry* : *16-04-2028*
- *Place of Issue* : *JEDDAH*

**Declaration**

- *I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particular.*

***Date.....***

***Akbar Solanki***