

## CURRICULUM VITAE



**POSITION APPLIED FOR:** **DOCUMENT CONTROLLER**

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**NAME:** **MOHAMMED SHAQEEB SOLKAR**

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**CONTACT NO.** +91 9890 287 123

Google Team / Meet No. +91 9890 287 123

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**EMAIL:** MSJSOLKAR@GMAIL.COM

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**CAREER OBJECTIVE:**

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To pursue a challenging career in the field of Engineering, Construction, Infrastructure Projects with responsibilities for upgrading, developing and implementing projects in accordance with highest International quality standards and provide timely results by applying knowledge and experience.

**PERSONAL SKIL:**

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Excellent communication skills and ability to deal people diplomatically, willingness to learn & team facilitator, often to strict deadlines. An effective communicator with positive attitude & excellent interpersonal, learning, planning, organizing & co-ordination skills and team-oriented approach coupled with an ability to manage stress, time, and people effectively.

**WORK EXPERIENCE:** **08 YEARS.**

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Company : **AL Salehi Group LLC (Dubai, United Arab Emirates)**

Period : December 2022 to February 2024

Designation : **Document Controller**

Company : **Larsen & Toubro Limited (Mumbai, India)**

Period : September 2015 to June 2022

Designation : **Document Controller**

## **JOB RESPONSIBILITIES:**

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- Maintaining all drawing files, revisions, supplier's third-party documents, client documents, contract documents, updating daily master log for civil, architectural, structural, irrigation, mechanical, HVAC, electrical, plumbing for future new projects and expansion.
- Updating Log, all designing drawings, contractor shop drawings, supplier documents, master planning sheet, third-party contractor documents, client document, material documents, audit document preparation, vendor documents scanning and converting into PDF files.
- Working knowledge of site layout plan, block plan, road construction plan, road pavement drawings, schematic drawings, elevation, plan views, detail cross section, shop drawings, diversion drawings, alignment sheets, drainage utility diagrams, irrigation water layout.
- Updating the As-Built drawing, revisions as per the site changes on AutoCAD.

## **COMPUTER SKILLS & SOFTWARES:**

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- AutoCAD
- Revit BIM
- Electronics Document Management System
- Microsoft Office (Word, Excel & PowerPoint)

## **EDUCATIONAL QUALIFICATION:**

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- **Bachelor of Mechanical Engineer.**

## **PERSONNEL DETAILS:**

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Permanent Address	:	House No. 198, Karla, Ratnagiri, Maharashtra, India.	
Gender	:	Male	
Marital Status	:	Single	
Religion	:	Islam	
Nationality	:	Indian	
Languages Known	:	English, Hindi, (Basic Arabic reading & written)	
Passport Details	:	Place of Issue: Mumbai	Passport No.: Z7056202
		Date of Issue: 09-11-2022	Date of Expiry: 08-11-2032
Current Place	:	Mumbai, India.	