

CURRICULUM VITAE

DHARA SOLANKI,

OBJECTIVE & GOALS

To seek and establish a career with an Organization of repute, where I will get challenging opportunities to match my qualification and ability. Further to specialize and achieve excellence and recognition in the industry as a good Leader

PROFESSIONAL QUALIFICATION

Qualification	Institution / University
Degree (Bachelor of Commerce)	Maharaja Sayajirao University, Vadodara

COMPUTER LITERACY

- PG Diploma in Computer Application, from Ahemdabad
- CCC, from Ahemdabad
- Tally ERP 9

EMPLOYMENT RECORDS

Sr. No	Period (Month & Year)	Name of Employing Organization	Title of Position Held
1	Feb 2013 to Till date	SECON Private Limited	Sr. Executive
2	April 2011 to Jun 2011	Dial-A-Book Library	Showroom Manager
3	Nov 2006 to May 2007	Vadodara Central	Customer Service Associate

PRESENT RESPONSIBILITIES

- Working for statutory clearance for crossing permission projects of **HPCL Rajasthan Refinery Ltd.**
- Worked for Statutory Clearance for Projects of **Gujarat State Petronet Ltd., Hindustan Petroleum Corporation Ltd., GSPL India Gasnet Ltd. Bharat Petroleum Corporation Ltd., & GAIL (India) Ltd.**
- Preparation of proposal with necessary supporting as per standard requirement.
- Scrutiny of proposal ready for submission
- Submission of proposal to various client / department.
- Follow up / liaison with various department for obtaining permission
- Compliance against clarification sought by client / department
- Follow up with authority for obtaining final permission
- For Statutory Clearance / Approvals from Forest, Railway, National Highway, PWD Division, Irrigation Division, PHED Divisions Authority etc.

COMPUTER PROFICIENCY

- Microsoft Office application (such as MS Word, MS Excel for report, Microsoft Power Point, MS Access)
- Microsoft 98/MS Windows XP/Windows 7/Vista
- Statically analytical skills

FURTHER DETAILS

- Overall Experience : 7 years
- Preferred Location : Vadodara/ Ahmedabad

NOTICE PERIOD

- One Month

LANGUAGES

Language	Speaking	Reading	Writing
English	Excellent	Excellent	Excellent
Hindi	Excellent	Excellent	Excellent
Gujarati	Excellent	Excellent	Excellent

PERSONAL PROFILE

Name : Dhara Solanki
Date of Birth : 14.09.1983
Marital Status : Single
Permanent Address : D-86, Shiv Tenament, B/h. Amin Party Plot
Subhanpura
Vadodara
Contact Number : 09824466079
E-Mail : solankidhara.14983@gmail.com / dishupanu@gmail.com

DECLARATION

I hereby declare that the information furnished above is correct to my knowledge and belief.

Dhara Solanki

Place : Vadodara

Date : 04.02.2020