

AKASH KUMAR ACHARYA

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Objective

I am looking for a position where I could manage, mentor, reviews and contributive as a member of the team or organization. Reliable and dedicated professional writer with 5.7+ years of work experience in the field of Technical Documentation. Distinguished and proven track record of expertise with technical manuals, complicated content and complex documents. I will be most suited for the position of Team Lead and/or Technical Writer/Proof Reader to manage and coordinate the document publications.

Technical Summary

- Total 5.7 years of work experience in the field of Technical Publications (Aerospace) and 0.7 year of experience in the field of aircraft production facility.
- Currently working as a Team Lead for various clients which include Airbus, Boeing, Bombardier, GE_UK, GE_US, SLS, SED, ADAS, AEROLITE, ONTIC, EFW, etc.
- Experience in Aerospace domain on technical manuals (Creation and Revision) like
 - Component maintenance manual (CMM)
 - Component maintenance publication (CMP)
 - Illustrated Parts Catalogues (IPC) (Component level)
 - Illustrated Parts Data (IPD) (Component level)
 - Service Bulletin (SB) (Component level)
 - T-Files
 - CDF
 - Illustrated Parts Catalogues (IPC) Supplement (Aircraft Level)
 - Structural Repair Manual Supplement (Aircraft Level)
 - TRs (Component level)
- Strong experience and knowledge on treating SB (Service Bulletin), CD (Change Drivers), TRs (Temporary Revisions), modifications, COC (Customer Oriented Changes), ATP (Acceptance Test Procedure), engineering drawing and BOM.
- Strong technical knowledge on content management system.
- Good management and planning experience to achieve the target efficiently and customer satisfaction.
- Responsible to maintain quality documents like IPMP, EAP, RAP, RCA and etc.

Technical Skills

- Concept of CMS (Content Management System).
- Excellent command over written and verbal English.
- Ability to interact and coordinate with internal and external business clients.
- Strong interpersonal, analytical, and teamwork skills.

- Knowledge on aerospace publication standards (ATA 100, ispec 2200, S1000D and STE).
- Maintaining quality documents like IMP, RAP, EAP and RCA, etc.
- Responsible for resource capacity planning.
- Responsible for the complete product life cycle (from receiving product, analysis, internal planning, deliveries).
- Strong tool knowledge on:
 - Frame Maker (Structured and Unstructured)
 - Arbotext Editor
 - Quick Silver
 - Product View (3D) and Creo View Express
 - ZAMIZ Image Master
 - Adobe Acrobat DC
 - AIRN@V
 - AIRBUS SUPPLY
 - Libre Office
 - MS Office, MS Word, Excel, Power point, Outlook

Employment History

Feb 2017 to Nov 2017: LCA Division, HAL, Bengaluru

Nov 2017 to till date: TLE Technologies Pvt Ltd., Bengaluru

Technical Author/Proof Reader/Team Lead: Component Maintenance Manual

- Creating and Revising of different manual for various clients (US, UK, FRANCE, GERMANY and INDIA).
- Analysis and incorporation of various engineering /manufacturing documents such as drawings, ATPs, SBs, CDs, TRs, Technical notes to create and revise documents.
- Creating illustrations markups as per engineering inputs and as needed.
- Maintain the Quality standard for organizations by maintaining OTD (On Time Delivery), RAG (Red Amber Green) of all work processed.
- Attending the conference with customers every week for table round meeting.
- Planning and conducting training for team for on-project improvement.
- Excellent command on correct grammar, punctuation, and spelling as per ASD STE-100.
- Final verification of the manuals before publishing/delivering to ensure the quality of product.
- Responsible for making sure that any gaps in performance or quality are quickly identified and addressed.
- Follow-up of the QMS system for continual improvement.
- Conducting Root Cause Analysis (RCA) when required.
- Planning for Resource capacity.
- Allotment and responsible for planning of the product till delivery.

- Preparing and sharing different kind of required report to manager, QMS, clients for day to day activity of team.
- Responsible to conduct RAP and EAP to find out the lag in team, and planning and execution of related action.
- Created work flow tracker to manage the tam work in efficient way. This helped to generate maximum reports as necessary.
- Responsible to deliver the product to clients.

Liaison Engineer (HAL):

- Working for Design and liaison department of LCA-division.
- Updating the snag report from manufacturer and processing it to design department.
- Updating of data base for all the manufacturing drawing.

Academic Qualification

Degree	University/Board/School	Year of Passing	% or marks obtained
BE (Aeronautical Engineering)	VTU, Belgavi	2016	71.80
12 th	CHSE, Bhubaneswar	2011	81.20
10 th	BSE, Cuttack	2009	82.50

Major Strengths

- Confident and quick learner
- Taking Initiatives
- Efficient in work
- Making and Meeting commitments
- Ability to work under stress
- Listening
- Creating a positive work environment
- Flexibility and Adaptability
- Strong Work Ethic

Hobbies

- Bike rider
- Travelling
- Watching and reading news
- Interest on political studies and journalism

Personal Details

Name	Akash Kumar Acharya
DOB	15-02-1995
Gender	Male
Marital Status	Married
Nationality	Indian
Language	English, Hindi, Odiya
Present Address	Anu Nivas, 9 th Cross, 8 th main Rd, Hoysala Nagar, Bengaluru, Karnataka, Pin-560016
Permanent Address	At/Po-Mallipadar, PS-Begunia, Dist-Khurda, Odisha, Pin-752061

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place: Bengaluru, India

yours sincerely,
Akash Kumar Acharya