**ADITI HANDIQUE *Mail ID****:handiqueaditi@gmail.com* **Mobile:7358503034**

## **SUMMARY**

Seeking a challenging career where extensive experience will be further developed and well utilized by my innovative ideas and abilities in an organization to grow professionally & personally.

I am currently working on writing User Manuals, Installation guides, Troubleshooting Procedure Manuals, Release Notes, Online Help files, Training guides, and internal technical documents.

**PROFESSIONAL EXPERIENCE**

∙ I have 7 years of experience in the field of Technical Writing and Documentation.

∙ Three-month training on Analysis Tool Mechanical APDL & Workbench from Central Institute of tool Design Chennai, duly affiliated with MSME Hyderabad.

**TECHNICALITIES**

∙ Ability to write content that is clear, concise, and grammatically correct by using appropriate standards and writing styles.

∙ Analyze and study the audience to learn their needs and write the document as per their understanding level.

∙ Possess experience in writing all documents involved in Software development life cycle (SDLC).

∙ Good knowledge of Documentation Development Life Cycle (DDLC).

∙ Knowledge of various style guides including Microsoft Style Guide.

∙ Ensure technical correctness of content by gathering inputs from SME’s by effective questioning and information gathering techniques.

∙ Suggest ideas on developing new process to ease teamwork and to ensure quality delivery.

∙ Responsible for improved performance, support, and key member of large centralized documentation team in helping peer reviews, mentoring and exchanging best practices with team.

∙ Basic understanding of computing / Programming concepts such as APIs.

**SOFTWARE SKILLS**

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| --- | --- |
| Publishing software: | Adobe Frame Maker, Mad cap flare MS word, Robohelp and Arbortext Editor, Confluence |
| Image editing software: | Adobe illustrator, Snag it editor, Adobe Photoshop CS6, Tech illustrator and MS Visio |
| Design packages | AutoCAD, CATIA V5 R20, Unigaphics UG NX 7.5 |
| Tools and Utilities | MS word, MS Excel, MS Power point, Jira |
| Operating system | Windows 7, 10 and XP |
| Languages | XML and HTML |

**WORK EXPERIENCE**

**1.ORGANIZATION: CNSI**

**Designation:** Senior Technical writer from April 2021 to present.

Description:

* Interacts with subject matter experts and converts technical data into content that is clear, concise, consistent, and accurate.
* Works independently and collaborates closely with cross-functional teams to create, edit, and maintain technical user documentation by following technical publication style guides.
* Breaks down software processes into tasks necessary to the targeted user and effectively explaining those tasks to the user.
* Improves documentation continuously by responding to and incorporating feedback from customers and internal users that accurately and effectively support the product release requirements in various output formats (pdf, online help, and so on).
* Reviews design documents based on defined checklists and guidelines for language, formatting, template, structure, and logical flow.
* Creates impactful visual content and stories that convey key product, solution messages and themes, while adhering to the company’s brand and design Follows review cycles (Self, Peer and Technical) diligently before publishing technical documentation.

**2. ORGANIZATION: CAPGEMINI INDIA PVT ltd, BANGALORE.**

**Designation:** Associate consultant from 31st October 2019 to May 2021

**Role/Responsibilities:** Technical Writer

**Description:**

❖ Creation and revision of technical documentation of multiple products.

❖ Develop user guides, installation guides, quick reference guides, release notes, and technical documentation for various products

❖ Transform a draft given by Development team to a finished document following Technical Writing standards.

❖ Maintain terminology consistency across all the documents.

❖ Gathering information and technical data from internal technical team and external review team by regular contacts.

❖ Keeping a track of delivery dates and uploading deliverables to SharePoint and maintaining a version control of it.

❖ Tool used for documentation: Adobe Frame maker, WORD, RoboHelp, Madcap flare.

**2. ORGANIZATION: BOEING INDIA PVT LTD.**

**Designation:** Technical Illustrator/Writer 2 from 31st May 2016 to 11th October 2019 **Role/Responsibilities:** Technical Writer/Illustrator

**Description**:

❖ Creation and revisions of documents as per client requirement.

❖ Analyze and understand the product and process involved in the project

❖ Gathering technical information from internal technical team and external Subject Matter Experts (SME) by regular contact through emails and conference calls.

❖ Applying standard checklists and templates.

❖ Update the existing documents as per the design updates or modification in the products.

❖ Suggest ideas on developing new process to ease teamwork and to ensure quality delivery.

❖ Tool used for documentation: MS Word, Adobe illustrator, Photoshop, Aries, AutoCAD.

**STRENGTHS**

✔ Good communication skills & problem-solving abilities.

✔ Good Web research and English grammar skills.

✔ Have an abiding passion for learning new software products.

✔ Continuous learning in Planning, Organizing, Writing and Revising.

**EDUCATIONAL QUALIFICATION**

* Bachelor of Engineering in Aeronautical engineering (2011-2015) from Aeronautical Society of India (New Delhi)
* Bachelor in Science (Mathematics) from Allagappa university.
* **Schooling** - Jawahar Navodaya Vidyalaya (CBSE with 85.5%)

- Gurukul Grammar senior secondary school (75.8%)

**MANAGEMENT CAPABILITIES**

* Active member of the BIPL sports club: Responsible for efficiently coordinating and conducting regular employee engagement programs and sports activities. Active focal in BWIL (Boeing women in leadership).
* Representing Cap Gemini in various Intercorporate events.

**PERSONAL DETAILS**:

* Father’s Name : Bhugeswar Handique
* Date of Birth : 10th January 1992
* Gender : Female
* Marital status : Married
* Nationality : Indian
* Permanent Address- Gogamukh Chauldhowa Baligaon

P.O – Gogamukh, Pin- 787034

District- Dhemaji