Aman Kumar Singh

Technical Writer, Editor, Content Team Lead

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# Professional Experience

**Paytm, Noida**

### Technical Writer Sep2022 – Oct2023

* Responsible for producing high-quality and easy to understand technical documentation for software engineers, developers, manager and end users of the application that meets applicable standards.
* Worked with internal and external teams to gain an in-depth understanding of the product/application and documentation requirements.
* Authored easy to understand application’s (frontend and backend) text, developer guides, manuals, presentations, etc.
* Formatted and wrote technical documentation for a wide variety of end users.
* Created tutorials to help the end-users use the functionalities of the applications.
* Analyzed the existing and potential code, content, software and information infrastructure and design and formatted them into a high-quality documentation (of various formats) for the end users.

# E-Global Soft Solutions (EGSS), New Delhi

### Sr. UX/UI Writer/ Technical Writer Feb2021 – Aug2022

* Led, trained and mentored a team 5 professional content and copy writers and used empowerment and other strategies for accurate decision making and develop individual team members’ skills.
* Edited, revised and proofread web content and copies to guarantee the highest quality of writing reducing errors by 80%.
* Monitored each content writer and the project’s progress towards goal attainment, utilizing measurable data in spreadsheet application regularly.
* Completed 150+ international projects/ websites in record time reducing the project completion time by 80% while increasing the company’s overall revenue.
* Collaborated in the completion of 300+ internal and external projects assisting the Content Writing, Content Editing, UI/UX design, Graphic design, and WordPress Development teams.
* Authored 300+ blogs on varying topics from technology to fashion to green energy for international clients and edited 500+ blogs and articles.

# Bracecorp Technologies Pvt. Ltd., New Delhi

***Editorial Executive Feb*2020 – *Dec*2020**

* Edited articles from prominent market leaders, writers and industry experts to make it clean, informative and error-free.
* Assisted the lead editor interview prominent market leaders and get industry insights to develop industry-specific story for the magazine.
* Researched, wrote and edited features and articles for the company’s magazine and website.
* Transcribed interviews of the Chief Editor with market leaders, CEOs, GMs and industry experts, framed into a story to be published in the magazine and on the website.
* Collaborated with the editorial team to ensure optimal quality of all materials for the magazine and website while establishing content lineup for the hardware markets and assisting to identify all content sources.
* Coordinated with the editorial team to develop content for various product lines, events, and stories while ensuring compliance to all editorial standards.

# Gadget Bridge (gadgetbridge.com)

### Technological Correspondent 2019

* Wrote and edited 1000+ tech articles, news stories and gadget reviews to keep the user engagement on an all time high in 4 months.
* Independently researched ideas and stories that performed optimally and utilized the results to produce high quality tech news stories to increase website’s visibility in Google’s Search Results.
* Analyzed and recommended the Chief Editor to adjust the stories and beats based on user engagement for greater reach.
* Contacted, interviewed and researched sources for a newsworthy story while verifying and analyzing industry-rich information.
* Stayed updated with the latest trends and launches in the technology beat by studying reports, papers, attending events, and producing quality stories.

# Internships and Other Relevant Experiences

## Chandigarh First (chandigarhfirst.com)

***Guest Writer* 2021**

* Authored news articles as a guest writer on trending topics and published using on the website using WordPress CMS.

## ML International Pvt. Ltd., Delhi

### Content Developer 2019

* Planned with creative departments and team members to brainstorm subjects and ideas for unique, simple-to-understand, creative, and user-friendly content for 100+ international guidebooks and textbooks to help students understand the subject and topics better.

## Wizzy Geeks Pvt. Ltd. (newsfolo.com), Noida

### News Correspondent Intern 2018

* Wrote and edited 120+ articles, news stories and reviews in education, sports, current affairs, politics beats to produce optimal and trending news stories.

## Gossner College MCVP Dept., Ranchi

***Lead Copy Editor/ Producer Jan*2016 - *Jul*2017**

* Prepared written, visual, audio and film media and converted them into a final product for broadcasting in college.
* Recorded and produced a short documentary on the rare tree “Kalptaru” with an expert team while managing the audio, visual production (pre and post).

## DD Jharkhand (Doordarshan), Ranchi

***Intern* 2015**

* Interned at Doordarshan “DD Jharkhand” and worked on multiple cultural, regional, sports programs, interviews, news reports, and documentaries.

# Education

**Galgotias University, Greater Noida, UP**

### Master of Journalism and Mass Communication – 2017 – 2019

* Rank – 1st, CGPA 8.89

# Ranchi University, Ranchi, Jharkhand

### Bachelor of Journalism and Mass Communication 2013 – 2016

* Rank – 1st, Percentage 74.75%

# Technical Skills

* Python • SQL • XML • Canva
* HTML • Figma • MS Visio • draw.io
* Jira • WordPress CMS • JavaScript • CSS

# Core Competencies

* Copy Editing/Writing • Web Writing • Copy Editing • UI/UX Writing
* Content Strategy • Team Management • Leadership • Project Management
* Social Media Management • WordPress CMS • Web Development • SEO

# Additional Information

* **Social Impact:** Rahgiri Day, Ranchi – Team Manager
* **Personal Interests:** Reading, Coding, Bike Trips and Adventures, Software Development, Web Development