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SINDHURA BOTLA ⭐ Featured

SINDHURA BOTLA

Seeking roles in Technical Writing, technical Documentation, Application Programming, Program Management, software documentation, Quality Analysis, technical solutions, technical terminology, technical design, technical writing, technical development

Current Designation: Cognitive Business Operations	Total Experience: 2 Year(s) 5 Month(s)
Current Company: TCS	Notice Period: 1 Month
Current Location: Chennai	Highest Degree: B.Tech/B.E. [Computers]

Pref. Location: Bengaluru / Bangalore,Chennai,Hyderabad

Functional Area: IT Software - Application Programming / Maintenance

Role: Technical Writer

Industry: IT-Software/Software Services

Marital Status: Single/unmarried

Key Skills: Technical Writer,Technical Writing,Program Management,software documentation,Quality Analysis,technical design,Project Management,technical solutions,technical terminology,Technical Developer,Technical Documentation,Doxygen,manual writing

Verified : 📞 **Phone Number | Email - id**

Last Active: 20-Jan-21   Last Modified: 20-Jan-21

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Summary

Intend to build a career with leading IT corporate of hi-tech environment with committed and dedicated people, which will help myself in realizing my potential. Willing to work honestly and putting my hardest efforts as a key player in challenging and creative environment which will lead to the growth and success of the organization.

Work Experience

TCS as Cognitive Business Operations
Aug 2020 to Till Date

Provides an integrated service across Business Process and IT Infrastructure leveraging Cognitive technologies, Automation, IoT, Cloud and Agile practices to help enterprises reimaging business operations and deliver superior outcomes.
Serves to various CXO stakeholders transformational needs by taking responsibility of the entire slices of enterprise operations.

Freelance as Technical Writer
Nov 2019 to Sep 2020

Research, develop and document technical design specifications and test scripts.
Maintaining a comprehensive library of technical terminology and documentation.
Possess thorough knowledge of the specialised field and write the research materials according to client needs.
Assist clients in understanding the requirements of their projects and provides writing samples

SPi Technologies as Subject Matter Expert
May 2018 to Sep 2019

Engaged with IT team to develop software to extract HTML file from XML.
Worked with all level of personnel to resolve issues. Worked with creation of user manuals and service manuals for different automotive parts.
Investigate and resolve customer issues and complaints regarding operational matters.
Handle all queries and client feedback in a professional manner.
Creating and providing presentations to clients.
Providing technical solutions both online and offline for USA textbooks using MS word and software tools like math-type and MS excel in simple steps (BNED TBS).
Served as responder for online questions and answers raised by USA computer science students by using step by step processes (BNED Q&A). Tracking the status of projects and creating, editing and analysing reports for solutions.
Creating SDLC based software documentation using MS word to provide a step by step procedure for problems.
Performed Quality Analysis (QA) for project documentation.
Creating and sending feedback comments over files that have been analysed.
Worked on complex technical concepts and made them easily understandable in text and pictures. Interacting with

various internal departments to ensure research, accuracy, and proper deliverance of required documentation in timely manner. Worked with C, Java, SQL, HTML, Networking, DBMS and Management textbooks.
Creating detailed documentation for programming based problems.

Education

UG: **B.Tech/B.E. (Computers)** from **Guru Nanak Institute of Technology, Hyderabad** in **2018**

IT Skills

Skill Name	Version	Last Used	Experience
DITA using Oxygen Editor.		2019	
DOXYGEN		2020	
C, OOPs Concept		2020	
HTML, Networking, SQL		2020	
Technical writing		2020	2 Year(s) 5 Month(s)
TECHNICAL DOCUMENTATION		2020	2 Year(s) 5 Month(s)

Languages Known

Language	Proficiency	Read	Write	Speak
English	Proficient	✔	✔	✔
Hindi	Expert	✔	✔	✔
Telugu	Expert	✔	✔	✔
Tamil	Beginner			✔

Affirmative Action

Category: General

Physically Challenged: No

Work Authorization

Job Type: Permanent

Employment Status: Full time