RAJESH V R V K

Mobile:+91-8886912227
In-Box :vrvkrpatnaik@gmail.com
Passport No.:R0738585

Objective

Motivated and skilled **Technical Writer** with expertise in product and instruction manuals. Possessing a strong organizational aptitude and a logical approach, I excel in researching technologies and delivering clear and concise product and process information. I am actively seeking a full-time position where I can leverage my expertise and continue enhancing my skills.

Profile

- Eight+ years of experience in Technical Documentation, API Documentation, Release Notes and Azure Data Engineer.

Professional Summary

Hands on experience in Technical Documentation:

- As a Technical Writer, experienced in planning, authoring, editing, reviewing, testing, installation manuals and more.

- Efficient in documenting user friendly Online Help, API Reference Guides with example codes written in JSON & XML.

- Worked on different domains like Health, Network and ELM.

- Complete understanding of SDLC, and DDLC.

- Work experience on Agile Methodology.

- Understanding the Business Requirements and Functional requirement for the project.

- Working with defect management tool JIRA.

- Experience in interacting with multiple teams and meeting tight schedule.

- Mentoring and helping new team members and responsible for the ramp up of new hires.

- Ensures all work is carried out and documented in accordance with required standards, methods and procedures.

- Proactive to identify and drive continuous improvement by resolving customer issues and creating content focused on reducing the support call volume.

- Quick learner of new technologies, products, and business processes with excellent listening, verbal and written communication skills, and an ability to manage multiple tasks and deadlines.

- Created Pipelines in ADF using Linked Services/Datasets/Pipeline/ to Extract, Transform, and load data from different sources like Azure SQL, Blob storage, Azure SQL Data warehouse, write-back tool, and backward.

Software Skills

- Authoring Tools: MS-Office, Adobe Frame Maker, RoboHelp, XML Editor, Adobe Captivate, Camtasia, Madcap Flare, MindTouch Google Docs, and Google Sheets.
- Graphic Designing Tools: Corel Photo Paint, Adobe Photoshop, and Fireworks, Microsoft Visio, Lucid Chart, Adobe Captivate, Microsoft Paint, Snagit, Smart Draw
- Web Designing: MS Front Page, Adobe Image Ready. HTML, CSS.
- Wiki-based tools like Confluence.
- API Documentation: Postman, Swagger, Putty and Eclipse.
- Defect Tracking tool: JIRA, Kanban and Digital.ai boards, GitHub
- Cloud Technology: MS Azure services such as Azure Data Factory, Azure Blob Storage, ADF Pipelines, Azure Storage Services, Azure SQL Database, Azure Databricks, Azure Synapse Analytics, and basic knowledge on Snowflake.

Strengths

- Good Judgement Skills
- Interpersonal Skills and Communication Skills
- Good Team Player

Professional Journey

Senior Technical Writer | Greenway Health India Pvt Ltd | July'2022 to Jan'2023

Description: Greenway Health, LLC is a privately-owned vendor of health information technology including integrated **E**lectronic **H**ealth **R**ecord, practice management, and revenue cycle management solutions. Intergy, Greenway's cloud-based EHR and practice management solution, serves ambulatory healthcare practices.

Roles and Responsibilities:

- Create User Guide, Release Notes and API Reference Guides.
- Ensures all work is carried out and documented in accordance with required standards, methods and procedures.
- Worked with the team in planning and work distribution.
- Report defects in timely manner and logged the same into Bug tracking tool.

Technical Writer III | Mitratech Pvt Ltd., Hyderabad | March'2020 to July'2022

Description: Mitratech is a **proven global technology** partner for corporate legal departments and risk & compliance professionals seeking to raise productivity, control expense, and mitigate risk by deepening organizational alignment, increasing visibility, and spurring collaboration across the enterprise.

Roles and Responsibilities:

- Create User Guide, Release Notes and API Reference Guides.
- Ensures all work is carried out and documented in accordance with required standards, methods and procedures.
- Worked with the team in planning and work distribution.
- Report defects in timely manner and logged the same into Bug tracking tool.

Earlier Career Snapshot

Lead Technical Writer/ Scrum Master | TCP Wave Pvt Ltd., Hyderabad | May'2019 to Sep'2019

Lead Technical Writer/ Scrum Master | Altruista Health Services Pvt. Ltd | July'2014 – April'2019

Academics

- Master of Business Administration (MBA
- Bachelor of Engineering (BE) in Mechanical
- Diploma in Mechanical Engineering

Certification

- Certified Professional Scrum Master (**PSM**)-I
- **PMP**® Certified by Project Management Institute (PMI)
- **Salesforce** Certified Administrator.