

RAJENDRA DHAMUDIA



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ılıl Skills

- Technical Writing
- Project Management
- Information Mapping
- Parallelism
- Minimalism
- Microsoft Style guide for Technical Publication (MSTP)
- Document development life cycle (DDLC)
- Software development life cycle (SDLC)
- Darwin information typing architecture (DITA)
- HTML 5 basic
- Adobe FrameMaker
- RoboHelp
- Adobe acrobat
- MS Office
- Rise 360
- Photoshop
- Snaglt
- Illustrator
- MS Visio

Summary

Seasoned Senior Technical Writer with 10+ years of experience developing user manuals, technical documentation, release notes, and marketing collateral for complex software products. Proven ability to lead a team of technical writers, create and implement content strategy, develop training programs, and collaborate with product development teams to ensure accurate and effective documentation. Expertise in industry-standard authoring tools, such as MadCap Flare, Adobe FrameMaker, and Microsoft Word, and a strong understanding of information architecture and taxonomy.



Experience

AssureCare Health Tech LLC, Bengaluru

Senior Technical Writer

May 2022 - Sep 2025

- Developed and reviewed User Manuals and Admin Guides from scratch, ensuring accuracy and clarity for end users.
- Created Release Notes, tracking Jira IDs, and prepared PowerPoint presentations for product demos.
- Added and organized workflow videos in HubSpot and contributed to designing and launching the new Customer Portal with complete data migration for improved customer access and usability.
- Updated User Manuals to reflect changes from Release Notes, ensuring documentation aligns with new features and impacted areas.
- Implemented Rise 360 to generate optimized PDFs and help files for User Manuals and Release Notes. Updated the Product Site and SharePoint to maintain accessibility, consistency, and version control.
- Developed and maintained internal Standard Operating Procedure (SOP) documents to streamline operational processes.
- Collaborated with Business Analysts (BAs), Product Owners (POs), and Subject Matter Experts (SMEs) to gather information and ensure accurate product documentation.
- Reviewed and published documents on the customer portal, providing support to customers and addressing inquiries or issues.

Watsonite Systems Pvt. Ltd. Client: Philips, Bengaluru Senior Technical Writer

Dec 2018 - May 2022

- Working from scratch to create documents for new products, platforms, and features.
- Gathering information from team meetings, product specifications, and discussing with cross-functional teams, and directly interacting with the systems.
- Working with engineering and marketing staff to develop and edit technical
- Analyzing, writing, structuring the content; and updating various modules of Philips healthcare project.
- Managing multiple projects for software products, gathering, and addressing feedback from multiple sources.
- Working independently and rapidly to meet tight deadlines.
- Preparing review report for all the documents and get it signed from the respective owner.

Markdown

Creating and updating localization documents for multiple clients.

eClinicalWorks Pvt. Ltd., Bengaluru

Technical Writer

Mar 2016 - Jun 2018

- Responsible for investigating, writing, structuring, and updating Practice Management (PM) and Electronic Medical Record (EMR) software.
- Worked from scratch for module of Hospital Management Information System (HMIS) and EMR software for end-users.
- Documented for both new and experienced end-users.
- Fixed documentation bugs and customer issues.
- Designed and assessed methods to provide management with updates and recommendations of changes to systems or processes.

Alten Calsoft Labs, Bengaluru

Technical Author

Oct 2011 - Nov 2015

- Interfaced with production, materials management, and engineering personnel and read drawings and other material to become familiar with product technologies and production methods.
- Worked closely with customer support, product management, and various other teams to develop high-quality documentation for a targeted audience.
- Created and modified different maintenance manuals with the help of data base input as well as engineering drawing and bill of materials.
- Reviewed published materials and recommend revisions or changes in scope.
- Prepared presentation for knowledge sharing session to training team on specifications and standards.



Education

Singhania University Rajasthan

B tech - Electronics and Telecommunications

2024

VMU University Tamil Nadu

Bsc. in Physics

2015

IIA, New Delhi

Graduation in Radio Navigation and communication

2009

CHSE, Odisha

12th in Science

2005

BSE, Odisha

10th

2003