

Swati Srivastava

Date of Birth : 30th December, 1990
Mobile : +91- 9662200830
Email : svrivastavas220@gmail.com

Career Objective

Equipped with 1.4 years experience as a Technical Documentation Specialist, I am seeking a challenging position in the software industry, which will allow me to apply my technical writing skills and expertise in a fast paced dynamic company.

Work Experience

Total experience: **1 Year 4 Months**

Company	From/To	Title/Job Description
<p>Meditab Software Inc.</p> <p>Meditab Software Inc. is an industry leader in providing Electronic Health Records. It is headquartered at US and has offices in Philippines, India, and Argentina.</p> <p>For more information visit www.meditab.com</p>	February-13 to Present	<p>Technical Documentation Specialist</p> <ul style="list-style-type: none">• Doing functional and GUI testing of the product for publishing monthly release notes.• Working with the Implementation and Sales team based in US.• Developing Computer Based Training materials for the US based clients in order to guide them through the product.• Following DDLC: Interfacing with production and engineering personnel to learn the technical issues in detail during the development process of products and utilities.• Writing, updating, reviewing, and editing technical documentation such as – user guides/manuals, programming manuals, service manuals, technical publications, generating reports.• Compiling practice guide through interaction with Sales Marketing Engineers.• Documenting Standard Operating Procedures.• Maintaining the knowledge base by collaborating with Development and Support departments.• Writing articles for the Company's Global Newsletter.

Technical Proficiencies

Print Publishing tool	: MS Word 2007, Excel, HTML, Libre Writer
Image Capturing Tool	: SnagIT 10
Style Guide	: Microsoft Manual of Style
Presentation Tool	: Microsoft PowerPoint 2007 (PPT's)
Programming language	: C language, C++ (Basic), SQL (Basic)
Operating System	: Windows 7, XP, Vista

Academics

Degree	Institute	Board/University	From/To	Percentage
Bachelors of Technology in Electronics & Communication	Poornima Institute of Engineering & Technology	Rajasthan Technical University	2008-2012	69.50%
XII	KV, Sabarmati	CBSE	2008	78.20%
X	KV, Sabarmati	CBSE	2006	88.20%

Industrial Training

Organization : ONGC, Ahmedabad
Subject : Networking and SCADA

Achievements/Seminars

- Attended and participated in seminar conducted by NCRDEM-IT in 2009
- Participated in 'Igniting Mind' organized by 'freshersworld.com'.
- Active member of SPIC-MACAY for several years.
- Volunteer of WISE (Women's Initiative for Self Empowerment) in college.

Extra Curricular Activities

- Reading
- Public Speaking (debate, extempore)
- Presentations
- Creative and essay writing

Personal Information

Gender : Female
Languages known : English, Hindi
Permanent Address : B/10, Shivpujan Duplex,
Chandkheda, Ahmedabad

Reference

Samantha Fernandes
HR Manager
Meditab Software, Inc.
Contact No. - 9157025260