



ANUJA NEERAJ HAVELE

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Career Objective: My objective as a Technical Writer is to get to a Senior Technical Writer role over the next three years. Also, I wish to develop my UX writing and technical illustration abilities in the upcoming years.

Education:

Degree	Certifying Body	Percentage/Grade	Year
MTECH (I.C.Engines)	ARAI/Veltech University	7.86	2017
BE (Mechanical)	Pune University	60	2014

Certifications: Diploma in Technical Communication, Advanced Excel Certification

Computer Skills:

Applications	Arbortext, MS Word, Adobe RoboHelp
Screen Capturing and Image Editing Tools	Snagit, Snipping Tool, Microsoft Visio, Camtasia
Other Tools Packages	DITA, CREO, CATIA, MATLAB, WINDCHILL, MindManager, Gitlab

Relevant Experience:

Company: PTC	Location: Pune
Period: May 2023 to till date	Designation: Specialist Technical Writer
Responsibilities: <ul style="list-style-type: none">Attend the standup and grooming meetings with Dev/QA team to follow-up with new development and document them.Developed and updated User Guides, Installation Guides, Release Notes, and Online Help for ALM softwares like PTC RV&S, Codebeamer, and PTC Requirements Connector.Updated and edited the images using Snagit.Updated HTML files, Release Notes, Online Help, and User Guides for the Product Rebranding project.Created basic video using Camtasia.	

Other Experience:

Company: MTU India Limited	Location: Pune
Period: July 2021 to March 2022	Designation: Field Engine Data Analyst
Company: Cummins India Limited	Location: Pune
Period: August 2017 to January 2020	Designation: Field Engine Data Analyst

Hobbies: Reading Books (Special interest in Non-Fiction & Self-Help books), Zentangle Art, Creating Handmade Bookmarks.

Other Important Information:

- I was working on the open-source project under The Good Docs Project group.
- Attended the offline Technical Writers Tribe Conference.
- I was an active member of Toastmasters.

Personal & Family Information:

Address: 4, Gokul Row House, Saraswatish, Vishal Nagar, Pimple Nilakh, Pune- 411027

Date of Birth: 03/02/1993

Marital Status: Married

Names of Immediate Family Members: Husband – Neeraj Havele

Declaration:

I hereby declare that the information provided above is true.

Date: 23/06/2025

Place: Pune

Signature: Anuja Havele