

## Sumanto Bobby Sinha

796/A/3 Dr. Ketkar Road, Kamat Gandhi Bldg., Flat No. 5, Deccan, Pune, Maharashtra, India, PIN - 411004.

Phone - +91 - 9371044260 (M) Email: [bobsin2000@hotmail.com](mailto:bobsin2000@hotmail.com)

## Career Summary

- A hardworking & committed professional with over 20 years of experience in the IT field including over 10 years of experience in the field of Technical Documentation.
- Proven capability in writing and editing, also gained technical knowledge to manage and deliver high quality documentation.
- Adept at gathering requirements and designing the content in accordance with specifications
- Proficient in writing and editing, adhering to set standards regarding order, clarity, conciseness, style and terminology, and in accordance with industry standards.
- Demonstrated excellence in ensuring maximum customer satisfaction by providing them service assistance.
- Excellent oral communication skills.
- Able to work in USA and India.

## Business Skills

### *Functional*

Content Development

Quality Assurance

Coordination

Content Editing

Requirement Gathering

Resource Management

### *Technical*

#### **Software and Tools**

DITA, Arbortext, Skywriter, Vasont, XMetaL, Adobe FrameMaker, Adobe Robohelp, MS Office Suite, SnagIT, Adobe Photoshop, Confluence, MarkUp

#### **Operating Systems**

Windows 95, 98, 2000, XP, Windows 7, Windows 10

#### **Other Software**

Dreamweaver MX, ImageReady

## Job Responsibilities

- Information Designing and Development of online product documentation.
- Authoring, compiling, editing and documenting technical and non-technical information.
- Preparing user manuals and quick guides (using standard styles).
- Establishing and reviewing training manuals and online help.

## Content Development & Quality Assurance

- Requirement Analysis and Delivery Mapping.
- Meetings with Subject Matter Experts (SMEs), Quality Assurance Personnel, Designers and Developers.
- Building Business Excellence through continuous improvement and refining processes.
- Analyzing, Reviewing, rewriting, and editing the work of writers, co-workers.
- Ensuring content accuracy and adherence to style and standards.
- Driving the technical review process; ensuring documentation conformity and compliance.
- Testing the completed product and setting standards for the process.

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## Work Experience

Company	Position	From	To
Infostretch Corporation (India) Pvt Ltd	Technical Writer	Oct 2021	April 2023
Magna Infotech Ltd.	Sr Technical Writer	July 2014	April 2016
Symantec Software India Pvt. Ltd.	Information Developer	May 2010	June 2012
Persistent Systems Pvt. Ltd.	Associate Information Developer	August 2007	May 2008
ITB India Ltd.	Technical Writer	April 2004	June 2005

## Contract Work

Company	Position	From	To
iQuest Management Consultants Pvt. Ltd.	Technical Content Writer	August 2018	April 2019
Innoplexus Consulting Services Pvt Ltd	Sr Technical Writer	May 2018	June 2018
TeamLease Services Limited	Sr Technical Writer	February 2018	April 2018

## Qualifications

Institute	Degree	Completed
Symbiosis Institute of Business Management	Masters in Personnel Management	1994
Fergusson College	Bachelor of Science (Zoology)	1992

## Personal Details

**Date of Birth** April 22, 1969

**Marital Status** Single