

# NIKHIL D. SATHE

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## Professional Objective:

To work in a competent atmosphere that ensures continuous progress on the professional front and growth of the company with focused contribution towards the goals of the organization.

## Work Experience:

- Presently Working as a **Team Leader of Technical Writing Team** in Knovos India Pvt Ltd Gandhinagar since July 2013.
- Worked as **Sr. Technical Writer** at Gantner India Pvt Ltd from Mar'22 to May'22
- Worked as **Content Writer** in Etech Global Services, Gandhinagar from October 2010 till July 2013.
- Worked as **Content Writer** in Ewittas Technologies, Ahmedabad from August 2010 to October 2010.
- Worked as a **Sr. Content Writer** in Marvist Consulting Pvt Ltd from 1<sup>st</sup> November, 2009 to August 2010.
- Worked as **Copy-Editor / Reporter II** on National Desk of News Department of E Tv, Hyderabad for 4 years.

## Job Function:

Presently working as a **Team Leader of Technical Writing Team for Knovos, Gandhinagar** which is global technology firm that provides comprehensive E-Discovery, Information Governance, Litigation Project Management, Document Management Solutions and Litigation Support services to legal, corporate, and government clientele. It primarily caters to the various litigation lifecycle requirements of the litigation firms and attorneys in litigation industry in countries like US, UK, Japan, and Europe etc.

### My job involves:

- Managing a team of technical writers through work delegation, managing the TW projects, proofreading their work and ensure that qualitative work gets delivered to different stakeholders.
- Creating and managing Product User Manuals, Online Help, Installation Guides, Admin Guide, Cheat Sheets, Release Notes and other collateral marketing materials related to software products developed by Knovos.
- Acting as lead technical writer while creating any client-specific documents like concept documents or business strategy documents to showcase our technological expertise.
- Help in creation of marketing collaterals like Capabilities Statement, Product Overview Document, Brochure Content etc.
- Creating informative messages, error messages, UI labels in the application as per UX Writing Guidelines.

- Creating brochure content, blogs, website content for various software solutions of company.
- Developing API documentation for any web services API as per the requirement of the project.
- Prepare allied product documentation, such as Performance Metrics Document, System Requirement Guide, Installation Guides, Post Installation Guides, Troubleshooting Guides, and any other documentation related to products.
- Keeping User Manuals and Online Help using RoboHelp related to software product updated in accordance with latest release.
- Reporting bugs in software applications from functional or UI point of view through bug tracking portal.
- Assist in filling project proposals, RFR or RFP.
- Prepare in-house document specification as per departmental requests.
- Work closely and interview with engineers, designers, client services, and other subject matter experts for preparing insightful software documents.
- Assist in standardization of company products, notifications, and documents.
- Maintain records and files of work revisions.
- Edit and standardize material prepared by other employees.
- Assist in formatting and creation of style guides and SOP.
- Write operating instructions for online Help and documentation for all products.
- Work closely with engineers on technical subject matters to prepare written interpretations of engineering and design specifications and other information for a general readership.

### **Prior Work Experience:**

- ◆ Previously worked as a **Content Writer** for **Etech Inc., Gandhinagar** which is a contact center solutions provider company having proficiency in customer management/interaction services, third party quality assurances services, call center monitoring services and much more. As a company operating in business processing outsourcing domain, it also provides custom software application development, software development and other IT solutions. The job involves:
  - Developing SEO friendly engaging content, articles, blogs for company websites that fully describes the services rendered by the company.
  - Creating user manuals, help guides, and other collateral marketing materials related to software products developed by Etech.
  - SEO copywriting, Article writing, Press Releases, and blogs for the company.
  - Managing the content/blogs for the entire company websites from time-to-time.
  - Creating company newsletter every month by collecting, compiling the events from across different centers of company. Designing the newsletter using this compiled information and releasing it.
  - **Received Certificate for Best Performance for the Month of May and November 2011 while working with this company.**

- ♦ **Worked as a Sr. Content Writer in Marvist Consulting Pvt. Ltd which was an Internet Marketing company in Hyderabad.** The job involved following functions:
  - Content development for various websites hosted by the company.
  - Writing client specific articles based on their requirements pertaining to varied fields in which the client is working.
  - Writing press releases for clients.
  - Supervising blog creation from Jr. Research Writers.
  - Writing articles with specific keywords for SEO.
  - Selection, Editing, Updating the News section on the website. The news updates on Hyderabad are updated constantly on the website.
  
- ♦ **Earlier worked as Copy Editor gr-II/ Reporter on National Desk in E Tv (Eenadu Television) Hyderabad for 4 years.** The Job involved taking news of National Importance from Regional desks and making scripts in English which are ready for entire network. The job also involved:
  - Handling breaking news.
  - Contacting Reporters, Bureaus for inputs and making scripts based on inputs.
  - Taking regular follow ups of news item from reporters after news is reported.
  - Making stories on specific events, making year enders for all channels on specific events of National importance
  - Taking telephonic interviews or Phone In of persons related to news items.
  - Making comprehensive stories on a particular event by taking inputs from all desks.
  - Covering Parliament proceedings from the desk and making scripts or stories on some event on parliament proceedings for all the channels.
  - Doing reporting of events or functions.
  - To do coordination between regional desks those are concerned with the incidence.
  - Taking care of input for the entire network.

#### **Educational Qualifications:**

- PGDCS & A from Campus of Nagpur University with in 2005.
- BSc in Computer Science from Shivaji Science College, Nagpur in 2003
- “Technical Writing: How to Write API Software Documentation” Certificate Course from Udemy
- “Technical Writing: How to Write Software Documentation” Certificate Course from Udemy
- Certificate Course of Java Application Developer.
- Currently Pursuing Full Stack Web Application Development Course from PWSkills via online mode for upskilling.

#### **Technical Knowledge:**

Help Authoring Tools and Frameworks : RoboHelp 2015, DITA

Softwares	: Microsoft Publisher, SnagIT, Microsoft Office.
Frontend Languages	: Javascript, HTML, CSS, React
Backend Languages	: Core and Advanced Java, Python, C#, node.js

#### **Present Address:**

A501, Pramukh Horizon -1, Near GUDA Garden, Sargasan, Gandhinagar, Gujarat 382421

#### **Other Achievements:**

- NCC "C" certificate from 4 (Mah) Naval Wing, Nagpur.

#### **Hobbies:**

- Programming
- Maintaining a Programming related YouTube Channel: [www.youtube.com/@codeblitz3211](https://www.youtube.com/@codeblitz3211)
- Maintaining a Programming related blog: <https://www.codeblitz.in>

#### **Personal Data:**

Date of Birth : 28-07-82

Nationality : Indian

Marital Status : Married

Languages Known: English, Gujarati, Hindi, and Marathi

Sex : Male