

YOGESH INAMDAR

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To obtain a strong and challenging position as a technical writer in an innovative organization where I can utilize my experience in creating comprehensive technical documentation for the betterment of product/project development.

Also worked as a freelance content writer serving in website content, articles, translations, etc.

WRITING SKILLS - Online Help, Release Notes, Specification Documents

SOFTWARE TOOLS- MS Word, Oxygen XML Author, Greenshot

PLATFORMS EXPLORED - JIRA, Aha, Confluence

Work Experience

Technical Documents Writer

TransPerfect Solutions India Pvt Ltd - Pune, Maharashtra

June 2019 to Present

- Composing, curating, and maintaining the technical documents for product validation and release.
- Work closely with the product team and stakeholders to keep the documentation process intact.
- Creating and maintaining the online help, posting job aids, videos, and important content in the manuals.
- Persistent development of the product knowledge (eTMF, CTMS, LMS, and other related software) to execute the minor, patch, and major release notes
- Assisting colleagues in the development of business documentation such as FRS, URS, UATs, and so on

Content Writer

DATAGRANNY (UNIVERSO SOFTTECH P LTD) - Pune, Maharashtra

November 2018 to May 2019

- Responsible for overall content creation
- Website Content, Blog Writing, Article Writing, Social Media Posts, Technical Writing and so on

Business Development Manager

PROBUS SOFTWARE PVT LTD - Pune, Maharashtra

November 2016 to October 2018

- Responsible for lead generation, business development, and delivery for PROBUS EMS, HRMS, and other soft products
- Writing documents like agreements, user help files, proposals, and other important communication, handled a team of BDEs.

Sr Business Development Executive

DEVELOP DREAMZ INDUSTRIES PVT LTD - Pune, Maharashtra

September 2015 to October 2016

- Responsible for lead generation through various sources like social media, e-mail campaigns, article submissions, etc.

- Bidding on portals like Upwork, Guru, and Freelancer for global markets.
- Customer contact and support through emails, voice calls, and Skype.

Marketing & Sales

ARUMAN SOFTWARE TECHNOLOGIES PVT LTD - Pune, Maharashtra

January 2015 to August 2015

- Responsible for the planning, design, and implementation of the effective marketing of the organization's products.
- To generate revenue through sales and market the assigned products in the stipulated timeframe and geography.
- To prepare and document standard operating systems for the sales and marketing team.
- To establish the assigned product in the market following the strategies guided by the seniors.

Business Development Officer

CONNECT EDGE ONLINE SERVICES PVT LTD - Pune, Maharashtra

August 2014 to October 2014

- Responsible for marketing online and offline for the portal www.signadeal.co.in
- Promotion of the portal and revenue generation from clients (Businessmen) through various channels like SMS, phone calls, mail, and web chat.
- Getting sick business units registered that are under sale lease or auction by meeting or communicating with various financial organizations and banks as well as registered auction centers.
- Responsible for developing all sections of the portal like Business Sellers/ Buyers/Investors/website and Domain Name Sellers and Franchisers.

District Coordinator

VAKRANGEE FINSERVE LTD. - Parbhani District, Maharashtra

October 2012 to August 2014

- Facilitating the Financial Inclusion project of nationalized banks, across the region; Creating awareness about Assets and liabilities products offered by the nationalized bank
- Led a team of block coordinators; Providing them with training, guidance, and motivation to enhance their productivity
- Appointing business correspondents in villages to ensure last-mile connectivity of the Financial Inclusion project
- Responsible for developing, documenting, and implementing various product training modules. To maintain the quality of the modules, create SOPs for the implementation of the project, and transfer the same to the down-line team for successful implementation of the project.
- Acting as a liaison between the company and lead bank branches.

Business Development Executive / Junior Officer

ICICI BANK LTD. - Aurangabad District, Maharashtra

November 2007 to October 2012

- Marketed the Salary Accounts product offered by the organization among various corporate houses
- Interacted with decision-makers in the target organization and delivered a sales pitch
- Involved in various operational activities like salary upload, transaction monitoring, etc.
- Involved actively in operational activities using FINNACLE (The banking software)

- Extended professional service to the customers to sustain organizational image and achieve customer delight

Customer Support Executive

MPHASIS BPO - Pune, Maharashtra

August 2006 to October 2007

- Addressed various issues, and queries, raised by customers and resolved them at the earliest possible time
- Cemented healthy relationships with customers to garner customer loyalty and sustain organizational image
- Worked closely with department staff members regularly to ensure smooth execution of all activities

Education

Masters of Arts in English

Yashwantrao Chavan Maharashtra Open University - Nashik, Maharashtra

2022

Bachelors of Science in Microbiology

Swami Ramanand Teerth Marathwada University - Gujarat

2004

Skills

- Confluence
- JIRA
- SOFTWARE TOOLS- MS Word, Oxygen XML Author, Greenshot PLATFORMS EXPLORED
- Aha
- Content Creation