

## Kavitha Sarada Achuthan

Senior Business Analyst / Technical Writer

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<http://blog.harmonyatwork.org/why-its-my-favorite-work-place/>

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### Work Experience

2016 August till date - SRISHTI INNOVATIVE

SENIOR BUSINESS ANALYST / TECHNICAL WRITER

- Business Requirement Analysis,
- Project Documentation and Work breakdown structure
- Analyzing requirements and estimates
- Client(s) handling and multiple projects management
- Explain to the team both in design and development phase
- Review and validate task for developers and designers
- Reviewing assigned business processes and manage the project from end-to-end
- Identify and address operational, financial and technological risks
- Project estimation on days and cost
- User Acceptance Testing
- Technical Writing
- Manage customer relationships and expectations
- Keep developing a communication process
- Up-to-date on project results and Build and manage strong working relationships

January 2015 to July 2016 - EXENTA SOFTWARE

SENIOR MANAGER DOCUMENTATION & TRAINING

- Technical user manuals/presentation docs (HRMS product)
- Discussing with subject matter experts and other technical personnel
- Perform multiple drafting tasks such as writing-proofing-formatting
- Approve technical and non-technical documents
- Coordinate with different departments to achieve end results
- Working closely with the management and human resource staff
- Organize, and manage training programs within the organization
- Conduct orientation sessions
- Create training materials, Mentor, coordinate and guide staff on office etiquette and documentation (email/official docs)
- Interact with the client regarding system study and fit gap
- Manage Corporate Communication

November 2013 to December 2014 - ARIVA MEDDATA INFOTECH

SENIOR TECHNICAL WRITER, TESTER

- Prepare technical documents include diagrams and flow charts, graphics

- Creating technical guides; online help systems, training documents, technical design descriptions, and test plans, proposals and brochures
- Prepare business requirements documents, design specifications, test plans and test procedures, gap analysis and other product documents to support development of content
- Prepare SEO contents for websites, presentation
- Scrum Master Agile methodology
- Manual testing and prepare test plan, test descriptions, test cases, bug report and involve in functional and regression testing for the software application.

### September 2009 to October 2013 - GEMINI SOFTWARE SOLUTIONS

#### TECHNICAL WRITER, TESTER, EDITOR

- Creating program description or technical manuals describing the operation and use of an application
- Pay Slip Comparison in the Payroll Application – salary module data testing
- Company new web site – Functionality and performance testing
- Creating the Functionality Matrix using the Detailed Design Document (DDD) document
- Creating presentations in MS PowerPoint
- Drawing diagrams in MS Word and Visio, Editor of GEMINI in-house magazine GEMINIAN

### December 2000 to July 2009 - CASE CONSULT

#### QUALITY CONTROLLER, TECHNICAL WRITER, TRAINING COORDINATOR, SUB EDITOR

- Member of CCI Quality Department
- Intranet and Training department
- Prepare document templates in Microsoft Word and Open Office Writer according to the company ISO standards
- Handling CCITRP (Training)
- PMS (Project Management System, Timesheet entry) and CCILMS (Leave Management System)
- Conduct training in OO (Open Office)
- Prepare project metrics in Microsoft Excel and Open Office Calc
- Presentations in Power Point and Open Office Impress
- Editing in Adobe Writer
- Prepare Schedules, Checklists, Audit Plan and Audit Report, NCR reports, Review Forms for Projects & QMS, Training, Purchase and System Admin Departments
- Handle Project and other Departments documentation and formatting, Draw Project related diagrams in Microsoft and Open Office packages
- Sub-Editor of the CCI in-house magazine
- Handle overseas travels of employees including Visa processing (Europe and US) and dealing of Forex.

### December 1996 to July 1999 - DATA ENTRY INTERNATIONAL (RR DONNELLY)

#### QUALITY CONTROLLER, DATA ENTRY OPERATOR

- Quality checking and verification of data entries
- Analyze errors and prepare reports
- Entering correct data of scanned bills

## Education

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DEGREE	COLLEGE / INSTITUTION	UNIVERSITY	DIVISION	YEAR OF PASSING
Aptech Certified Visual Programming	Aptech Computers	Thiruvananthapuram	A Grade	2000
Office Automation Courses	Brain Computers	Thiruvananthapuram	1 <sup>st</sup> Class	1996
Various Database Courses	Shramik Vidyapeeth	Kerala University (Thiruvananthapuram)	A Grade	1995
Bachelor of Science - Mathematics	All Saint's College	Kerala University (Thiruvananthapuram)	1 <sup>st</sup> Class	1993
SSLC	Holy Angels Convent	Kerala University (Thiruvananthapuram)	1 <sup>st</sup> Class	1988

## My Interests / Awards

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Interested in Dance, hearing music, martial art, reading, stitching, traveling, gardening, social service and establishing public relations.

First prize winner – My Love for Technopark writing Contest 2015  
<http://www.technoparktoday.com/love-technopark-contest-winners-announced/>

Have won recognitions and prizes in cultural programs and competitions. Have won Case Consult Peer Group Recognition Awards in 2001 and 2003 for the category of Best Initiator, Best Volunteer and Best Humorous person in the company.

## Other Relevant Information

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Date of Birth : 17 June 1972  
Languages known are Malayalam, English and Hindi

My father (K A Achutha Menon) is a retired Senior Scientist Engineer from Indian Space Research Organisation (ISRO) Thiruvananthapuram.

My mother a housewife is wonderful in Kerala Cuisine!

I have two sisters, working in National Institute of Advanced Studies, Indian Institute of Science Campus (Professor & Head – <http://consciousnessshop.com>) and in GE Technology (Senior Project Manager/Architect, Bangalore.) respectively.