

### RAGHU VARDHAN

Targeting managerial-level assignments in an organization of repute, preferably in

#### PERSONAL DETAILS



Hyderabad, India



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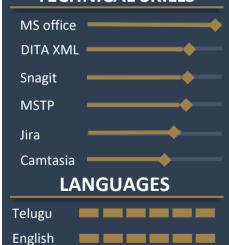


raghuvardhantungala@gmail. com

### CORE COMPETENTIES

- Data Gathering and analysis
- Research and exploration
- Content Development
- Documentation
- Stakeholder management
- Client relationship management
- Proof-reading

#### **TECHNICAL SKILLS**



### **HOBBIES**



Hindi









## **PROFESSIONAL SUMMARY**

- Insightful Technical writer with 3.8 years of experience in creating high-level documentation from scratch and revising existing documents to meet industry
- Expertise in Dita XML, Microsoft Office tools, Snagit, and Camtasia
- Portfolio includes over 100 technical documents that are detailed, accurate, and comprehensive, appreciated by all previous employers
- Deep understanding of various style guides, including the Microsoft Manual of Style for Technical Publications (MSTP), as well as a thorough knowledge of DITA and Agile methodology
- Excellence in writing captivating e-books was reflected in publications on Amazon Kindle
- Strong ability to work independently with minimal supervision, coupled with excellent organizational skills to adhere to tight deadlines and ensure the accuracy of final output

## **WORK EXPERIENCE**

# Jul-22 to Jan-23 Technical Writer - HGS, Hyderabad, India (Client - FedEx)

- Developed high-quality documentation for diverse user groups
- Gathered requirements and develop content as per client needs
- Worked on various MS Office tools including Word, PowerPoint, and Excel
- Prepared comprehensive developer documentation and engaging presentations
- Collaborated with developers and stakeholders to understand business requirements
- Produced high-quality documents as per set standards and templates
- Edited pre-existing documents as per requirement
- Attended daily standup calls to discuss the product updates

### May-19 to Jul-22 Technical Writer - ATMT Software, Hyderabad (Client – Josh)

- Created a wide range of technical documentation, such as Product Documentation, Installation Guides, User Guides, and Release Notes, as well as Technical Design Documents
- Spearheaded Information-gathering initiatives to solicit feedback and requirements from clients
- Participated in training sessions, and gained knowledge
- Communicated with stakeholders to meet organizational goals
- Established style guide standards were adhered to throughout these projects, working collaboratively with stakeholders to meet organizational goals
- Good communication skills, grammar along with outstanding writing skills

#### **EXTRACURRICULAR ACTIVITIES**

- · Produced compelling and thought-provoking blog articles and e-books that engage and captivate readers and were demonstrated as an accomplished writer and creator.
- Passion for writing and research was evident in the development of a personal website where insightful and informative content was published
- Published e-books on Amazon Kindle

#### **ACADEMIC BACKGROUND**

2018

2014

2012

**B. Tech in Computer Science & Engineering** Indian Institute of Science and Technology, Hyd

Intermediate in MPC

AVR Junior College, Avanigadda

SSC

Nri's Indian Springs, Avanigadda