

AAYUSHI PATODI

Mobile: +918793885718

Email aayushine@gmail.com

WRITING & EDITING

- Broad background spans technical writing.
- Skilled in writing, editing, reviewing, and scrutinizing variety of documents.
- Expertise in performing various roles Technical Writing, Lead Technical Writer, Documentation Specialist, Technical Content Writer, Information Developer, and Trainer.
- Expertise in streamlining documentation process and providing consultant inputs for documentation.
- Consistently recognized as a talented writer and collaborator.
- Thrives in creative, entrepreneurial, and fast paced work environments.
- Certificate course on Script Writing from UGC.

Areas of Expertise

Confluence Wiki	Release Documents	User Guide Writing
Training Materials	Audio Description	Script Writing
MS VISIO & Snagit	Video creation using Camtasia Studio	Alt Text Writing
Client Handling	Jira	

Professional Experience

Qualys

Information Developer

May 2022 – Present

- Expertise in knowledge acquisition, knowledge transfer, and technical content creation like Release Notes, API Release Notes, API guides.
- Understand product functional and technical flows, use case to be able to write and deliver end user documents.
- Updating all the related API documents – Quick Reference, DTD/XML guide.
- Tools used for creating documents – MS Word, Robohelp, Adobe FrameMaker.

Cognizant Technology Services

Sr. Associate Technical Writer

December 2019 – April 2022

- Creating release documents – Release Notes and updating related User Guides.
- Create and maintain in-depth user guides, FAQ, and technical overviews for the products.
- Expert in quickly sizing up assignments, setting priorities, creating a timeline, and delivering high quality content for multiple platforms within defined frameworks.
- Capabilities of managing & mentoring the junior writers; cultivating relationships of cooperation & respect for organizational benefit.

- Excellent written and verbal communication skills; passion for keeping up to date with developments in the digital and social media landscape.
- Incorporated SME Review Checklist in Cognizant within 6 months of joining and gained recognition for the same.

Satin Creditcare Network Ltd

Technical Writer

June 2018 – November 2019

- Understanding the business requirement, working closely with SME, and accordingly creating user manuals for different modules.
- Thoroughly testing and then creating user guides as per the business requirement using Microsoft manual style guide.
- Creating product videos for better understanding of software by end users.
- Periodic updates of documents as per the application upgradation.
- Develop documentation adherence to DDLC.
- Develop documentation for learning solutions.

E-Solutions PVT. LTD. NOIDA

Technical Writer

July 2017- June 2018

- Client Site NIIT Ltd. (work from home).
- Wrote and edited audio Description.
- Wrote and edited video description.
- Alt Text writing for NIIT courses using in house style guide.

INFOBEANS TECHNOLOGIES PVT. LTD. PUNE

Technical Writer

July 2016- February 2017

- Created user manuals for end users.
- Created videos using Camtasia Studio 8 software.
- FAQ files.

DIASPARK INFOTECH PVT. LTD, INDORE

Technical Writer

October 2013- July 2016

- Created user manuals for end users.
- Client managed (client training for software understanding and solving their queries for the same.)
- Created videos using Camtasia Studio 8 software.
- FAQ files.

VARIOUS CLIENTS

Freelance writer

January 2013- August 2013

Manage multiple assignments working with wide variety of clients, both in international and domestic domains. Built reputation for high quality work.

- Wrote copy for various offline as well as online marketing.
- Wrote and edited articles for diversified clientele.
- Maintained research paper level accuracy.
- Ascribed to comprehensive approach in writing articles.
- Adhered strictly to time schedule.

WALKOVER WEB SOLUTIONS

Sr. Content writer

June 2012-December 2012

- Creating, revising, editing, and proofreading text content for websites, blogs, requirement-understanding documents, and advertising copy.
- Working closely with the SEO team to produce quality website content.
- Working in tandem with Corporate Communication and Marketing team-leads to set long-term strategies for effective content creation.
- Conducting periodic check of website content and updating the same as per company requirements.
- Creating and reviewing content for the company periodical.

Internship

FLEXITUFF INTERNATIONAL LTD, PITHAMPUR 28 June 2010 to 16 July 2010

Role: To manage the international marketing communication of the organization via. Email and chat and assist the international marketing and documentation team in writing collaterals and brochures.

Courses

Worldwide e-course on scriptwriting for Films & Television by Consortium for Educational Communication (UGC). Duration 5 months

Academics

- Master of Business Administration, School of Commerce, DAVV, Indore
CGPA of 7.17/10.00 in May 2011
 - B.COM (Computer Application) 2008 with
66% from DAVV, Indore
 - 12th (Commerce Math) 2005
68% C.B.S.E, St. Raphael's Girls H.S. School, Indore
-

Hobbies

- Reading novels, newspaper, and other journal in order to learn and adopt various writing techniques.
 - Web browsing, movies, writing, and travelling.
-

Personal Dossier

Marital status : Married

Permanent address : Flat No 607, Pamposh Apartment, Siddharth Nagar, Jaipur

Contact number : +918793885718.

Email Id : aayushine@gmail.com
