



RAGHU VARDHAN

DOCUMENTATION SPECIALIST | TECHNICAL WRITER

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

PERSONAL DETAILS

- Hyderabad, India
- +91 9666770032
- raghuvardhantungala@gmail.com

CORE COMPETENCIES

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

TECHNICAL SKILLS



LANGUAGES



HOBBIES



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 standards
- 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

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

2014

Intermediate in MPC
AVR Junior College, Avanigadda

2012

SSC
Nri's Indian Springs, Avanigadda